

Code: 7740

Title: CORRECTIONS DIRECTOR

SUMMARY: Directs and manages the overall operations of the Corrections Bureau involving administrating multiple programs in the Corrections Bureau of the Sheriff's Department. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Directs the administrative and managerial work of the Corrections Bureau;
Supervises, develops and evaluates Corrections Officers and support staff;
Analyzes and evaluates existing Corrections Bureau operations and procedures and directs the implementation of new policies to ensure efficiency, economy and overall program effectiveness;
Reviews the work of Corrections Officers and staff for technical accuracy, merit, judgment and adherence to law and departmental policies;
Enforces orders, rules and laws;
Insures discipline is maintained and establishes policies and procedures to facilitate the achievement of Corrections Bureau and department goals;
Coordinates the preparation and administration of the Corrections Bureau budget;
Directs the planning and implementation of new, innovative corrections programs;
Resolves questions and concerns from the public relating to corrections activities;
Prepares reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- corrections administration, organization, operation and security;
- standard rules and regulations utilized within a recognized law enforcement/corrections agency;
- operating procedures of law enforcement/corrections agencies and limitations upon departmental authority;
- corrections principles, practices and procedures;
- principles and practices of leadership, effective management and employee development;
- Federal, State and local laws, regulations and ordinances pertaining to corrections;
- fiscal and planning principles;
- social sciences as they relate to public service and corrections.

Skill in:

- planning, organizing and directing major corrections programs and functions;
- analyzing and recommending solutions for complex corrections and administrative situations;
- supervising and evaluating a major staff of corrections and administrative personnel;
- applying modern corrections principles and practices in management situations;
- managing situations firmly, courteously, tactfully and impartially;
- communicating effectively, both orally and in writing;
- working cooperatively with the public, department members and others;
- reacting quickly and calmly in emergencies.

