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| Cat/Code: | **400** | **639** | Job Name: | **WARDEN II** |

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| Location: | **County of Lehigh, Department of Corrections**  **38 N 4th St, Allentown PA 18101** |

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| Wage Type: | **Salary Range** | Rate: | **$90,750.00** | To Rate: | **$117,312.00** |  |  |

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| Job Status: | **Full Time With Excellent Benefits** |  |  |

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| Description: | **This is administrative corrections work of a complex nature as the institutional head of a maximum- security correctional institution with a daily population of 1000 inmates or more and a staff of more than 250 full-time employees. The position in this class plans, directs and controls all operations of the facility under the supervision of the Director of Corrections. The scope of work includes the oversight of all jail functions, services, and programs. The position in this class is differentiated from the Warden I by the additional responsibility of a maximum-security correctional institution. The position in this class reports directly to the Director of the Department of Corrections.**  **TYPICAL EXAMPLES OF WORK: (Illustrative Only)**  **Determines long and short-range goals, programs, policies and schedules; develops general policies for implementation of same; confers with lower-level managers for specific requirements, objectives and procedures; recommends and develops plans for major expansions, additions and/or deletions to facilities or programs; identifies related budget, staffing, material and other needs for such recommendations and ensures development of complete justifications, statistics and other backup information for submission to other offices; prepares long-range plans, capital and/or operating budgets, work programs, technical reports and projections necessary for discussion and/or adoption of programs.**  **Confers with and advises lower-level managers and supervisory personnel on program and facility plans, progress and performance; provides advice and assistance with technical and administrative problems affecting the operations, maintenance and management, and maintenance of jail programs; reviews work programs, plans, technical reports, budget staffing and other administrative information submitted by subordinate managers; develops overall work programs and budgets from that information; reviews proposed and actual ordinances, regulations, legal decisions and other issues from various sources determining impact on jail concerns and needs for further attention.**  **Oversees the day-to-day operation of the facility including security programs, classification, and inmate commissary, accounting and records.**  **Consults with the Director of Corrections on matters concerning major jail activities; provides advice and assistance on problems; recommends actions, policies and procedures affecting jail issues and/or other matters.**  **Performs related work as required.**  **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**   * **Comprehensive knowledge of the public administration principles and practices commonly employed in the operation, security procedures, management and overall control of a maximum- security County correctional institution.** * **Thorough knowledge of functions, organizations, rules and requirements of the criminal justice system at all levels and their effects on prison operations.** * **Knowledge of institutional emergency procedures.** * **Thorough knowledge of supervisory principles and practices.** * **Ability to organize, direct and coordinate the activities of both professional and technical staff.** * **Ability to manage inmates requiring a high degree of security due to the nature of their offense and overall potential for aggressive and assaultive behavior.** * **Working knowledge of the collective bargaining process.** * **Ability to establish and maintain effective working relationships with officials and representatives of other agencies, inmates, associates and the public.** * **Ability to express ideas and communicate departmental and jail policies, both orally and in writing, with emphasis on post orders, emergency plans and operational procedures.** * **Understanding of mental health practices and procedures for managing inmates with mental illnesses.** | |
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| Experience: | **Five (5) to seven (7) years of supervisory experience in institutional management, criminal justice work or public administration, four (4) years which has been in the corrections field, preferably in a County correctional facility; OR any equivalent combination of acceptable training and experience which has provided the knowledge, skills and abilities cited above.** | | | | |
| Education: | **Bachelor's Degree** |  |  |  |  |

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| Comments: | **Interested applicants should submit a completed County application, cover letter and resume for consideration via the County’s website at**[**www.lehighcounty.org**](http://www.lehighcounty.org/)**, fax to 610-871-2782, or by mail to Lehigh County Human Resources, 17 S 7th St, Allentown, PA 18101. The Appointing Authority will directly contact those individuals they are interested in as potential candidates for this position. Applicants can check the status of this posting via the County's website at www.lehighcounty.org under Employment Opportunities, Job Posting Status to learn if the position is still open, pending or has been closed.** |

**The County of Lehigh is an Equal Opportunity Employer**