

**CLASS TITLE:**

**ASSISTANT DIRECTOR  
DEPARTMENT OF CORRECTIONS  
(ADULT SERVICES)**

**Class Code: 02565700**

**Pay Grade: 43A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the administrative planning, direction, evaluation and the maintenance support of the adult services agencies in the Department of Corrections; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director, Department of Corrections, with wide latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and departmental objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of professional, technical correctional and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct and evaluate the program of certain agencies in the Department of Corrections such as:

the Adult Correctional Institution for the care and custody of persons awaiting trial and the care, custody and rehabilitation of sentenced inmates;

To assist the Director in the formulation of departmental policy and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans for budget allocations based on this evaluation.

To coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Director on program planning and implementation of budget requirements and on staffing needs.

To assist the Director in the negotiation of labor contracts with the several bargaining units.

As provided by law to furnish such information on inmates as the Parole Board may require and to make space available to the Parole Board as necessary.

To develop and maintain an interstate compact for the out-of-state custody of inmates.

To maintain an effective public relations program which will provide an understanding of the department's policy and of the functions and objectives of the various programs.

To work with civic and religious organizations providing social and rehabilitative services at the community level.

To review existing laws, proposed legislation, rules and regulations and make recommendations to the Director.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of administrative planning, direction and evaluation as they apply to an adult correctional institution; a thorough knowledge of state and federal laws pertaining to social, rehabilitative and correctional service programs; the ability to administratively direct the various programs in the adult services agencies; the ability to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to make them more

effective; the ability to motivate the staff to cooperate attainment of the departmental goals; the ability to administer an effective working relationship with subordinates, associates and superiors, and with other public and private agencies; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree from a recognized institution of higher education in Social Work, Criminology, Psychology, Sociology, Education, or Public Administration; and

Experience: Such as may have been gained through: considerable employment which provided for responsibility for the administrative planning, direction, evaluation, and the maintenance support of the correctional services in the operation of an adult correctional institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 15, 1984

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