

## WARDEN

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Correction, the incumbent in this position supervises, coordinates and administers all phases of the security operations of the divisions of the Department of Correction, a short-term correctional facility with maximum and medium security units. Responsibilities involve management of the operations of the correctional institution, to include: security, custody, maintenance and repair; food service, inmates transportation services, emergency services, labor relations, law libraries and administrative liaison with Correctional Health Services and The New York State Commission of Correction; does related work as required. The incumbent must be available for emergency call at all times. Supervision is exercised over inmates, all uniform staff, and a large number of administrative, supervisory and clerical support staff.

### EXAMPLES OF WORK: (Illustrative Only)

Serves as supervising Warden of operations in the Department of Correction;

Directs Associate Wardens in all facets of the operation and management of the Jail, Penitentiary, Women's Correctional Unit and Security Ward #29;

Establishes standard operating procedures and policies for all division functions including the creation of innovative concepts necessary to manage a modern correctional facility;

Chairs, for the Commissioner, such internal boards and programs as Weapons Review, Hiring, Attendance Control, Training Committee, and Work Release;

Assures agency compliance with minimum standards established by the New York State Correction Commission;

Responsible for compliance with fire and safety codes;

Responsible for compliance with Federal and State mandates.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern practices in penal administration, to include theory and practice of penology; thorough knowledge of the philosophy governing the operation of minimum, intermediate, or maximum security, short-term correctional institutions; thorough knowledge of all phases of the operation of a correctional institution, including security, custody, maintenance, and repair; good knowledge of New York State Correction Law and N.Y.S. Commission of Correction and regulations as they apply to inmates in each respective correctional institution; good knowledge of problems and behavior associated with alcoholism, drug addiction and psychopathic inmates; skill in supervision of both correctional employees and inmates; ability to make quick and accurate decisions; ability to act quickly in emergencies; ability to resolve personnel problems and inmates' grievances; ability to command respect of employees and inmates; leadership; resourcefulness; initiative; tact; maturity; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma, and (a) ten years of supervisory experience in the maintenance of security and/or custodial activities of a large scale correctional institution; or (b) a Bachelor's Degree\* and six years of supervisory experience in the maintenance of security and/or custodial activities of a large scale correctional institution; or (c) a Master's Degree\* in Correctional Administration, Public Administration, Criminology, Sociology, Psychology or a closely related field and four years of supervisory experience in the maintenance of security and/or custodial activities of a large scale correctional institution; or (d) a satisfactory equivalent combination of training and experience as specified in (a), (b), or (c).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.