

County of Berks

POSITION DESCRIPTION FORM

Position Title	<u>Deputy Warden for Operations</u>		
Department	<u>Berks County Jail System</u>	Reports To (Title)	<u>Warden</u>
Effective Date	<u>November 30, 2003</u>	Revision Date	<u>January 2019</u>
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category	<u>Official/Administrator</u>	Union Classification	<u>N/A</u>

POSITION SUMMARY:

Directs and oversees, through facility supervisors, and/or other County departments, the various operational support departments of the jail system which **may** include: **Maintenance and Grounds** (Including, but not limited to oversight of building and grounds maintenance, construction and renovation projects, vehicle and equipment maintenance and inventory, key/tool/weapon control systems, and code and inspection compliance.); **Community Service Coordination and Resource Allocation**; **Booking/Records Division** (Including inmate commitments, releases, transfers, property and mail.); **Food Services and Warehouse Operation**; **Budget and Accounting** (Including oversight of Budget and Purchasing functions, inmate accounts, commissary and telephone contracts and janitorial services.); **Information Technology** (Coordinates resources through the County Information Technology department).

Develops and revises policy/procedures, post orders, plans, etc., in conformance with BCJS Standard Operating Procedures, PA Department of Corrections, collective bargaining agreements and all applicable federal and state laws concerning conditions of incarceration, inmate programs and services as necessary.

Researches and proposes operational programs and processes to increase efficiency and effectiveness of services. Provides guidance to staff based on experience and an understanding of the approved, legal and ethical methods and best practices in the delivery of jail services.

Responds to staff grievances/complaints and provides leadership regarding labor management issues. Attends and testifies at labor related hearings. Oversees departmental internal investigations into allegations of misconduct by inmates and/or employees and initiates the appropriate course of action.

Conducts formal and informal employee disciplinary reviews.

Ensures all departmental reports, correspondence, documentation, and records/files are completed, processed and maintained correctly and in a timely manner, in accordance with applicable policies and procedures. Effectively compiles and analyzes jail operational statistics and oversees the preparation of reports for official records.

Represents the jail at meetings (Prison Board, Senior Staff, etc.), conferences, training and community relations functions and/or other events. Serves as liaison to outside agencies and testifies and presents evidence in civil and criminal proceedings related to daily operations.

Conducts final interviews of applicants for departmental position vacancies according to applicable guidelines, and oversees the supervision of all departmental staff through consistent and frequent communication and direction.

Provides consultation, information and assistance to the Warden and jail staff. Also, assumes responsibility for the management and operation of the entire jail, in the absence of the Warden and Chief Deputy Warden.

POSITION RESPONSIBILITIES:

Essential Functions/Core Competencies	Requires Knowledge of:	Requires Skills in:	Requires Ability to:
Anticipate, analyze & resolve organizational challenges & conflicts	Organizational culture, mission, vision and values	Strategic thinking/planning, effective at overcoming challenges, resolving conflicts and managing agency's culture.	Solve problems, think logically/creatively, be guided by an ethical moral compass, maintain confidence and a positive attitude and be patient and persistent
Assure organizational accountability	Evaluation and accountability strategies, relevant jail policies and procedures, budget and inmate statistics	Identifying and collecting relevant data/information and establishing a plan that will yield desired information and articulating outcomes measures to appropriate parties	Analyze and prioritize, be consistent and evaluate impartially and identify/operationalize outcome measures
Build and maintain positive relationships w/internal and external customers	Positive advocacy techniques and how external partnerships can productively assist in accomplishing the jail's mission	Identifying and nurturing relevant stakeholders, collaborating with stakeholders, repairing unproductive or ineffective partnerships and advocating for the jail's mission	See the "big picture" beyond organizational boundaries, be persuasive /objective and develop trust
Build and maintain teamwork; mentor and coach employees	Qualities of an effective team, workforce characteristics and the value of diversity	Inspiring/motivating and role modeling/mentoring, balancing team members' strengths and weaknesses, and understanding how diverse team members contribute to synergistic problem solving.	Be approachable and sincere, perceive people accurately, know thyself and be flexible
Communicate effectively; internally and externally	The mechanics of oral, written, and technological communication	Knowing your audience, applying feedback to the decision-making process and using proper language and etiquette in e-mails, text messages, and on the telephone	Empathize and demonstrate impartiality, maintain enthusiasm and a positive attitude and encourage and use constructive feedback

Essential Functions/Core Competencies	Requires Knowledge of:	Requires Skills in:	Requires Ability to:
Comprehend, obtain and manage fiscal resources	The budgetary process and the current and projected fiscal needs of the organization	Issuing/monitoring contracts, interpreting the administrative regulations governing fiscal matters, developing/justifying the organizational budget and long-range planning	Interpret fiscal data, be creative and analyze budgetary details
Develop and maintain a positive organizational culture that promotes respect for diverse staff	What is required to achieve a positive organizational culture	Identifying any gaps between the ideal and the jail's current culture, and recognizing the dynamics of change and understanding diverse interests and motivation of jail staff	Maintain objectivity and tenacity; demonstrate courage and unite people with disparate interests toward common goals
Develop and sustain organizational vision/mission	Strategic planning, productive use of feedback and techniques in developing and updating vision/mission statements	Collaboration/teamwork, action planning, implementing change, and anticipating potential obstacles	Obtain constructive feedback, be visionary and well organized and maintain a passion for the vision
Engage in strategic planning	Current organizational trends in jails as well as business and industry and techniques for developing and implementing a strategic plan	Collecting and analyzing data and other relevant sources of information and anticipating how the jail will be affected by external factors	Participate in professional meetings and conferences, analyze, translate and apply complex information and assure operations reflect the plan
Enhance self-awareness; maintain proactive professional commitment	One's own strengths and weaknesses and current correctional challenges, trends, research findings, etc	Introspection and self-insight, maintain personal integrity, network and keep current with changes in the field	Continually grow and develop, maintain humility, commit to improvement and avoid being defensive
Establish organizational authority, roles and responsibilities	Organizational characteristics and concepts of an effectively functioning jail	Applying organizational concepts to jail administration, implementing laws, court decisions and legal mandates and identifying accountability measures	Translate theory into practice, analyze and understand people

Essential Functions/Core Competencies	Requires Knowledge of:	Requires Skills in:	Requires Ability to:
Leverage the role of the jail in the criminal justice system	How the jail impacts and is impacted by other components of the local, state and federal justice systems	Developing productive/collegial working relationships across disciplines and with relevant community organizations	Work collaboratively and understand the political environment
Make sound decisions	Decision-making theories and techniques, organizational vision/mission policy and procedures	Gathering sufficient information to make informed decisions and assuring that decisions are made legally, in a manner that reinforces relevant operating and administrative standards	Think logically and appreciate the effect of decisions on others
Manage change	Indicators that change may be needed, who is affected and techniques for evaluating/implementing change	Assessing current operations, anticipating reactions, getting “buy-in” from those who will be most affected	Analyze and make appropriate conclusions from a wide array of information, and use feedback to make modifications
Manage labor relations	Laws governing labor relations, administrative regulations, and the jail’s collective bargaining agreements and local politics relative to collective bargaining	Interpersonal communications, negotiating/collaborating and non-conflictual confrontation	Be firm fair and consistent, remain diplomatic and keep finger on the political pulse
Manage power and influence	How the nature of power/influence relates to the organizational vision/mission and the agendas of those with external power/influence	Understanding and positively influencing various agendas that impact the jail, and recognizing what mistakes were made in the past and avoid repeating them	Analyze situations and apply power judiciously and be perceptive and accessible
Manage time	Tools/techniques for efficient time management and the importance of a balanced lifestyle	Remaining focused and on-task, determining a timetable for achieving organizational goals and developing positive, healthy coping techniques	Delegate, prioritize, think strategically and avoid burnout
Obtain and manage human resources	Staffing/training needs analysis and how to objectively evaluate employee performance and promote retention of well-qualified staff	Assessing human resources needs throughout the organization, collecting/analyzing employment data and determining what factors may be promoting job dissatisfaction	Maintain a commitment to staff training/development, uphold ethical standards, and be clear, straightforward and unambiguous

Essential Functions/Core Competencies	Requires Knowledge of:	Requires Skills in:	Requires Ability to:
Oversee inmate and facility management	Relevant federal and state laws, court orders, case law, accreditation and health care standards, fire codes and other policies and procedures governing facility management, and inmate treatment/reintegration needs	Keeping current with relevant legal/administrative requirements and establishing evidence-based treatment programs to meet diagnosed needs	Read, interpret, and analyze legal documents, translate complex concepts into operational procedures and recognize the jail's role in reducing recidivism
Oversee the physical plant management	Structural features of jail facilities and emergency/evacuation plans	Assessing facility capabilities in relation to inmate needs and the adequacy of emergency plans and facility preparedness	Evaluate integrity and sustainability of the jail's physical features/infrastructure and establish an organizational culture where safety is a priority
Reduce jail-related liability risks	How the jail can use risk reduction models, concepts and techniques to proactively limit liability	Assessing whether jail policies/procedures comply with mandates and foreseeing vulnerability to liability claims	Translate legal concepts into operational practices and use proactive preparedness to reduce liability
Understand and manage emerging technology	Jail-related technology and laws pertaining to data sharing	Interpreting legal restrictions; collaborate with partners to implement shared systems and researching the capabilities of technology	Overcome impediments to data-sharing and trust other with greater subject matter expertise

Non-Essential Functions:

None.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's Degree in a relevant major from an accredited college or university and ten years' experience (four years senior level management) in a correctional setting.

A combination of experience and training which provides the required knowledge, skills and abilities may be considered.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES: See "Essential Functions/Core Competencies"

1. Knowledge of the criminal justice system and corrections.
2. Ability to speak publicly with a comprehensive understanding of the jail system.
3. Ability to prepare well-written communications.

4. Ability to provide a strong leadership role to subordinates.
5. Ability to prioritize and organize multiple tasks to meet deadlines.
6. Ability to handle and operate personal computers, jail system software, copiers, printers, radios, keys, telephones, and other equipment as deemed necessary.
7. Ability to work independently on a variety of duties.
8. Ability to meet all employment criteria established by the Berks County Jail System, which may include job interview, urine drug screen, physical/health assessment, criminal background check aptitude assessment, psychological assessment, and interview by a psychologist.
9. Ability to meet standards established by the PA DOC in PA Code Title 37.
10. Knowledge of ethical standards as outlined by the American Psychological Association.

PHYSICAL DEMANDS:

1. Ability to frequently lift and carry files and documents weighing up to and including sixteen (16) pounds.
2. Ability to frequently pull and open grill gates and unit doors (up to 30 pounds).
3. Ability to frequently reach overhead at a full arms length.
4. Ability to traverse stairs up to four stories and climb ladders.
5. Ability to participate in the random drug-testing program.
6. Ability to lift/carry or assist another to lift/carry in excess of 100 pounds (occasionally).
7. Ability to stand and/or sit for periods up to two (2) hours at a time.
8. Ability to ambulate frequently to all the departments and units of the jail.

WORKING ENVIRONMENT:

1. Requires working within the confines of a secure jail.
2. Requires working in loud, small, and communal workspaces.
3. Requires working in an environment where there is possibility of foul odors and personal safety may be of concern.
4. Position may require working consecutive, long hours with 24 hours a day/7 days week availability.
5. Requires dealing with inmates (who have criminal backgrounds and behavioral/mental health issues) and who may become violent or unstable and/or are in a high-risk communicable disease category (AIDS, tuberculosis, hepatitis, etc.).
6. Requires the ability to remain calm and provide sound, clear minded direction during tense situations.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

All non-Collective Bargaining Agreement employees are "AT WILL" employees, which means the employer or employee can end the employment relationship with or without cause. Nothing in an employee handbook, the Standard Operating Procedures, or any other policy or guideline pertaining to employment or conditions of employment is intended to change or alter the "AT WILL" status of employment.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
