

DESCRIPTION: Under administrative direction, responsible for the administration of the security and emergency preparedness operations for the Department of Correctional Services. Develops, reviews, and implements agency security and emergency preparedness policies for all facilities; performs internal security audits to ensure consistent and standardized security procedures are maintained. Oversees the operations of the internal investigations, intelligence, and PREA divisions. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these listed examples include all the duties that may be assigned.)

Analyzes the development of technological improvement in security systems and equipment as a key resource in this area for staff. Identifies and procures security equipment.

Supervises, develops, coordinates, and provides training to departmental Emergency Response Teams; Determines placement of new members on each team or the removal of team members.

Develops and maintains administrative regulations and the departmental Security Manual that governs security operations and equipment.

Reviews and coordinates institutional Emergency Response Plans to ensure thoroughness and uniformity.

Develops and coordinates written agreements with other agencies as part of the departmental Emergency Response Plans, i.e. State Patrol, National Guard, Police Departments, Utility Companies, etc.

Reviews and assigns internal investigations involving Correctional staff and inmates.

Coordinates investigations that involve other enforcement agencies, i.e. FBI, State Patrol, Drug Enforcement Administration, IRS, and ATF.

Serves as Departmental Duty Officer as required.

Conducts periodic audits regarding security operations.

Provides basic and in-service training classes as directed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: institutional rules and regulations; departmental policies and procedures; applicable State Statutes; applicable labor contracts and State Personnel Rules and Regulations; Departmental Security Manual; ACA Standards; security device operations and capabilities; riot and disturbance control procedures; proper handling of evidence and preservation of crime scenes; inmate behavior; supervisory, management and investigative techniques; classification system.

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Ability to: deal effectively and forcefully with others without creating adverse conditions; conduct investigations; recognize problems and apply proper problem solving techniques; communicate effectively; work independently; establish priorities; interpret and enforce rules and regulations; operate firearms and riot control devices.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in criminal justice, jail administration, or a related behavioral science area and five years of experience in a custody/security, managerial, or administrative position within a correctional system, including at least three years' experience in a supervisory capacity. Related correctional experience may substitute for the education on a year-for-year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).