

Date Issued: July 23, 2018

VACANCY ANNOUNCEMENT

CORRECTIONS COMMISSION OF NORTHWEST OHIO

JOB CLASSIFICATION: DIRECTOR OF SECURITY & OPERATIONS
SALARY RANGE: \$82,025.88 - \$90,563.20
POSITION'S SECTION: SECURITY
POSITION'S SUPERVISOR: EXECUTIVE DIRECTOR

APPLICATIONS WILL BE ACCEPTED BEGINNING ON **JULY 29, 2018** AT 9:00 A.M. AND ENDING AT 4:00 P.M. ON **AUGUST 13, 2018**. YOU MUST SUBMIT YOUR APPLICATION AND RESUME TO THE HUMAN RESOURCES MANAGER AT 03151 ROAD 24.25, STRYKER, OHIO 43557 BY THIS DEADLINE IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

REQUIREMENTS INCLUDE:

- Five (5) years practical experience in the criminal justice system including law enforcement, court systems and correctional facilities with three (3) years of the practical experience being in the operational-management supervision of a correctional facility.
- Must possess high school diploma or GED equivalency. Must possess an Associate's Degree, Bachelor's Degree preferred, with a major in criminal justice, penology, sociology, psychology, education, business or closely related field.
- Must maintain residence in Northwest Ohio area served by CCNO or adjacent counties and valid driver's license.
- Must have or be willing to complete pre-service training, the Basic Corrections Officer course, and at least 40 hours of training each year which includes at least 24 hours of management training; self-defense and use of force training.
- Must be a self-starter and well-motivated; must be well organized and possess good people skills.
- Must be willing to coordinate with management, staff and outside organizations.
- Must possess working skills in computer and data entry functions and the ability to work effectively and independently.
- Must possess knowledge of the Minimum Jail Standards, ACA, PREA, Criminal Justice Systems, management and supervisory principles and practices, basic office methods and procedures to include report preparation. Must possess demonstrable working skills in human and public relations, effective verbal and written communication, delegation of authority, decision making and problem solving, enforcement of policy, procedure and discipline.
- Must successfully complete a psychological and physical examination by a CCNO approved physician, including drug testing.

Duties and Responsibilities

- Maintain a residence in close proximity to the Corrections Center for 24-hour on-call availability to respond to emergencies within thirty (30) minutes.
- Provide supervision and work direction to three Shift Commanders, Intake Commander, Operations Manager and Accreditations and Inspection Supervisor.
- Possess knowledge gained through education/experience in basic budgeting, policy development, project planning, program administration and other aspects of a public sector facility operation.
- Possess knowledge of new generation/direct supervision correctional facility concept and its sanitation, safety and security , applicable Federal, State, local and jail safety and sanitation standards/regulations, negotiation, execution, implementation, and management of labor and business contracts, budgets, grants, equipment, etc.
- Responsible for all scheduling, supervision, monitoring and evaluation of all security staff of the Corrections Center; establish procedures and guidelines for the Electronic Monitoring Program.
- Program Director to oversee the development and administration of the CCA grant; represent CCNO on CCA planning boards; priority contact for vendors of all Community Corrections programs.
- Assure efficient and consistent delivery of programs and services.
- Collect documentation for standards as requested and assist in preparation for facility audits.
- Develop, implement and participate audit teams for various facility audits and inspections.
- Responsible for the planning, organizing, assigning, delegating and coordinating of activities of the security staff, including development of work schedules and shift assignments, ensuring that policies and procedures of the CCNO are properly executed, reviewed on a continuing basis, updated as necessary with recommendations for changes.
- Responsible for developing and maintaining a Special Response Team which works in conjunction with appropriate emergency response personnel from the 5-County area.
- Respond to all correspondence received in office, serious incidents in accordance with CCNO policy, and

coordinate inmate grievance and discipline procedures; Write grants as applicable.

- Provide leadership and accountability to department employees.
- Maintain sanitation and security at highest level possible with weekly inspections to insure compliance with facility policies.
- Perform other related duties as required or assigned.
- Must be on call and accessible.