

MONTOUR COUNTY

Job Description

Job Title: Warden
Department: Montour County Prison
Reports to: Commissioners/Prison Board
FLSA: Exempt
Preparation Date: July 2016

SUMMARY: Responsible for the administration of the daily operations of the prison.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures all provisions of PA Title 37 are met.
2. Responsible for discipline related to employee misconduct
3. Preparation of and adherence to annual budget.
4. Supervises and oversees the:
 - a. Movement of prisoners to court, medical facilities and other institutions and agencies.
 - b. Work Release Program
 - c. Updates of policies and procedures
 - d. Mandatory in-service trainings
 - e. Trustees Program
 - f. Administration of the prison maintenance program
 - g. Visitation list for inmates
 - h. Receipt of prescribed medications and medical supplies for distribution to the inmates or prison pharmacy
 - i. Scheduling of medical and dental appointments upon request from Correctional Officer or inmates
 - j. Reports from cellblock searches
 - k. Records of all inmate activity and costs.
 - l. Preparation of monthly EOR (Extraordinary Occurrence Report) for Department of Corrections.
 - m. Submission of quarterly report for Social Security Administration on inmates sentence on felony conviction.
 - n. Compliance with Act 22 reporting.
 - o. Preparation of employee work schedule.
 - p. Records of employee leave accumulation and usage.
 - q. Payroll submissions to Commissioners Office.
 - r. Purchase of prison supplies and submission of invoices for payment.
5. Provides guidance and assistance to staff and inmates
6. Performs all duties and responsibilities of a Correctional Officer
7. Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the laws and regulations pertaining to the conduct and administration of a county prison system.
2. Ability to supervise subordinate employees in the performance of their duties.
3. Knowledge of the methods and techniques used in enforcing discipline of persons under restraint.
4. Knowledge of methods used in searches and inspections.
5. Knowledge and understanding of individual and group behavior and the attitudes of persons under restraint.
6. Knowledge of basic first aid, CPR and institutional safety and fire prevention.
7. Knowledge of correctional institution rules and regulations.
8. Knowledge and understanding of informal guidance techniques.
9. Basic skill in the use of protective devices.
10. Skill in the implementation of crisis intervention measures.
11. Ability to react quickly, calmly and exercise sound judgment in emergency situations.
12. Ability to enforce regulations with firmness, tact and impartiality.
13. Ability to observe and report changes in inmates' personality, demeanor, attitude and degree of program participation.
14. Ability to communicate effectively, verbally and in writing.
15. Ability to get along with co-workers and the inmate population.

EDUCATION AND/OR EXPERIENCE

Minimum of high school diploma or educational equivalent; Bachelor's or Associate's Degree in Criminal Justice, Business Administration or related fields preferred.

And

Five years of experience in institutional corrections work / law enforcement, including three years in management or supervisory capacity.

Training through the Department of Corrections.

Possession of a valid PA driver's license.

Advanced computer literacy experience.

PHYSICAL DEMANDS:

Ability to restrain inmates; ability to rationally and reasonably deal with hostile inmates; extreme mobility; ability to respond quickly to situations; situational awareness important.

WORK ENVIRONMENT:

Majority of time in prison/office setting. Minimal travel/transporting.