

## **CORRECTIONS SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for total operation of the jail facility. This includes the administration, direction, supervision, planning and coordinating of county jail functions. The work is performed under the general direction of the Sheriff. Wide leeway is allowed for the exercise of independent judgment. Supervision is exercised over all jail personnel including the Warden and Assistant Warden. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts generally for the Sheriff in the administration and operation of the county jail;

Provides supervision to all subordinate jail staff;

Ensures that the jail facility is in compliance with all governmental rules, regulations and standards;

Conducts meetings with staff, citizen groups, volunteer agencies, and other governmental agencies and departments to establish recreation, training, and rehabilitation programs that provide for effective care of inmates in areas such as health, hygiene, food service, personal problems, legal rights, and necessary transportation;

Conducts inspections of the jail facilities and grounds, conducting internal investigations and preparation and submission of reports as required applicable statutes, rules and regulations;

Prepares, submits and manages the annual corrections budget;

Prepares and submits required jail reports;

Keeps current in the corrections field by attending seminars, training sessions and conferences and through reading appropriate literature.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the New York State Corrections Law Penal Law and Code of Criminal Procedure as they relate to the operation of county jails; thorough knowledge of the New York State Minimum Standards and Regulations for Management of County Jails; ability to plan and supervise the work of others; ability to prepare narrative and statistical reports; ability to read and understand laws, rules and regulations; ability to communicate effectively orally and in writing; ability to understand oral and written directions; thoroughness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminology, Criminal Justice, Corrections Administration or closely related field and two (2) years of responsible supervisory, administrative or management experience (shift supervisor or higher level) which included experience in conducting various law enforcement investigations; **OR**
- B. Graduation from a New York State registered or regionally accredited college with an Associate's Degree in Criminology, Criminal Justice, Corrections Administration or closely related field and four (4) years of experience as described in A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in A above.

ULSTER COUNTY  
1835 CORR SUPT  
Classification: Non-Competitive  
NUMGT

Adopted: January 6, 1997  
Revised: March 4, 2019  
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