



JOB DESCRIPTION

JOB TITLE: Deputy Warden

DEPARTMENT: Potter County Jail

SUPERVISOR'S TITLE: Potter County Warden

JOB CLASS: Appointed

DEPUTY WARDEN

GENERAL DESCRIPTION

This is a very responsible professional, administrative, and supervisory position in a jail setting including oversight of supervisory and line security staff. An employee in this position exercises direct administrative authority over all security staff and functions of the jail. He or she establishes, and ensures universal compliance with security standards, rules, regulations, policies, and orders (varying, modifying same, as necessary); and consults with, or assists, the jail warden in long-range strategic planning and acute response strategy and tactics, treatment, education, and other jail services.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The deputy warden also, as necessary, ensures expeditious procurement of equipment and supplies, inmate commissary services and secure storage, as well as any other necessities. The deputy warden reports to the jail warden, whose duties he/she may assume in the warden's absence. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Assists, advises, and collaborates with jail warden in establishing jail security policy and procedure.
- Assists, advises and collaborates with jail warden in proposing, composing, and or reviewing plans for programmatic or structural enhancement of the jail.
- Reviews policies and procedures for routine and extraordinary jail operations and recommends updates and/or revisions.
- Acts as liaison with county, municipal, regional, state, and federal agencies of the criminal justice system.
- Plans and ensures effective deployment of security staff and equipment and oversees contractually specified staff shift bidding.
- Assigns, instructs, and oversees officers-in-charge. Ensures that operational reports are correct.
- Reviews staff training programs.
- Councils and administers discipline to security staff (in accordance with operative bargaining agreements, memorandum of understanding, personnel policies, and the instructions of the jail warden and his or her designee). Recommends to jail warden commendation of security staff as appropriate.



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- Oversees health care, mental health services, addiction treatment, education, visitation, and other jail services.
- Coordination of re-entry services.
- Other duties as assigned.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Courteous and reliable responses to inquires from the public, litigants, attorneys, law enforcement officials and all others.
- Other responsibilities and/or duties as assigned or requested by the Warden.

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Ability to communicate clearly, orally, and in writing.
- Ability to assess extraordinary events and emergencies, and report on them in a timely manner to the warden and others as appropriate.
- Ability to understand and carry out complex oral and written instructions.
- Ability to work efficiently and accurately, and an inherently stressful environment, with occasional irregular work hours.
- Ability to establish and sustain prescribed confidentiality.
- Ability to exercise independent judgment within stipulated bounds.
- Ability to establish effective work relationships with superiors, peers and subordinates; law enforcement and other criminal justice professionals; inmates, and their friends, families and advocates; elected and appointed officials of local, state and federal government; social service providers and community-based organizations, and other interested persons.

EXPERIENCE AND TRAINING:

- Associates Degree from an accredited Community College, College or University with major coursework in social sciences, criminal justice, education, or a related field.
- Two-years' experience in law enforcement and/or corrections administration and supervision.

PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Must be at least 21 years of age;
- Possession of a valid Pennsylvania driver's license;
- Current criminal history check is required.



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HOURS:

Vary based on the needs of the jail

PAY RATE AND BENEFITS:

Pay rate based on the current Potter County Appointed Administrative Base Rates schedule, subject to qualifications. Benefits as provided by county.