

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**19 Warden- Monroe County Correctional Facility**  
**\$89,772.80/Annually**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/05/2025

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**WARDEN**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial functions associated with directing overall operations and activities of the county's correctional facility, including policy/procedure enforcement, budget, planning, inmate custody and control, and treatment programs.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; reviews performance appraisals prepared by staff members.

Coordinates facility work activities; organizes and prioritizes department workload; analyzes staffing requirements; makes hiring and discharge recommendations, reviews/makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Coordinates work activities with those of the Treatment Division and Treatment Division to maintain care, custody, and control of inmates; works in conjunction with all staff to maintain a safe working environment.

Oversees security of the correctional facility on a twenty-four hour basis; serves as one of the facility officials designated to be contacted in the event of any crisis or emergency; when deemed necessary, acts as command officer in the event of a crisis or emergency situation; performs review of written aftermath report on all crisis or emergency situations. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures facility compliance with labor contracts and labor laws; conducts labor/management meetings; reviews and evaluates union grievances.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Board of Prison Inspectors and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Develops, reviews, updates, and implements policies and procedures for the facility, which include POST orders, facility schedules, personnel related matters.

Conducts "meet and discuss" sessions with union representatives; participates as a member of the negotiating team for the Employer.

Participates/testifies in employment hearings, civil hearings, criminal hearings, mental health hearings, trials, deposition hearings, or other court proceedings.

Develops and implements long and short term goals for the facility.

Develops and implements facility budgets for operating revenue, operating expenditures and capital needs. Provides reports on operating budgets at monthly Prison Board meetings, or more often as requested. Manages procurement and other financial duties according to applicable codes and regulations.

Reviews, assists and formulates legal defenses and strategies with appropriate legal counsel. Develops and conducts regular risk management reviews.

Develops requests for proposal; monitors compliance with contracts.

Conducts weekly facility-wide compliance inspections. Conducts comprehensive annual facility-wide inspection and issues an annual report to the Prison Board, discussing the findings and plan of action to address findings. Assists with annual inspection by outside organization and reviews and responds to suggested findings and proposals.

Periodically inspects all areas of the facility to ensure compliance with all standards of security, contraband control, and sanitation; inspects building, doors, fire/safety equipment, locks, alarms and other security devices to ensure security of internal and external perimeters; conducts uniform compliance inspections.

Reviews and responds to inmate grievances and appeals.

Monitors and authorizes disciplinary actions, up to and including termination of employment. Oversees and enforces proper implementation of disciplinary action in conformance with facility policies and the collective bargaining agreement.

Monitors inmate and staff assaults; authorizes and evaluates use of force.

Monitors quality of food service.

Initiates investigations as needed.

Ensures staff receives pre-service, in-service, and ongoing training.

Interacts with and maintains relationship with the media.

Compiles various administrative and statistical data pertaining to facility operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, prison board reports, budgets, fiscal reports, statistical analyses, budget justifications, response to inspection reports, or other documents.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, Internet, e-mail, or other software programs.

Receives various forms, reports, correspondence, logs, inmate appeals, disciplinary reports, incident reports, misconduct reports, shift information sheets, administrative segregation forms, extraordinary occurrence reports, inmate population reports, inmate requests slips, medical reports, seniority reports, attendance reports, leave forms, time cards, meeting minutes, financial reports, contracts, blueprints, policies, procedures, rules, regulations,

standards, handbooks, union contracts, manuals, trade magazines, bulletins, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, firearms, radio communications equipment, handcuffs, restraining devices, flashlight, fire extinguisher, fire hose, air pack, self contained breathing apparatus, shield, body duress alarm, metal detector, emergency control panels, camera, camcorder, television, VCR, overhead projector, copy machine, facsimile machine, and telephone.

Receives various forms, reports, correspondence, logs, lists, checklists, schedules, incident reports, commitment papers, release papers, court orders, bail documents, evidence forms, master count sheets, population reports, shift information sheets, strip search forms, shakedown forms, escape reports, bomb threat reports, restricted key forms, roll calls, time sheets, time cards, attendance records, leave requests, grievances, disciplinary forms, inmate waivers, administrative segregation orders, inmate requests, inmate appeals, inventory reports, budget reports, capital improvement request forms, maintenance work orders, medical orders, workers compensation forms, union contracts, POST orders, policies, procedures, codes, ordinances, standards, manuals, emergency plans, reference materials, catalogs, publications, blueprints, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with board members, commissioners, county officials, employees, inmates, other departments, correctional facility personnel, law enforcement personnel, criminal justice agencies, probation staff, court officials, vendors, contractors, medical personnel, school officials, family members, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Criminal Justice, Public Administration, Behavioral Sciences, or closely related field; supplemented by seven (7) years previous experience and/or training that includes progressively responsible levels of experience in a direct-supervision correctional facility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid CPR and First Aid Certification.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as toxic agents, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.