



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	ADMINISTRATOR OF CORRECTIONS	<b>Department:</b>	CITY MANAGER
<b>Job Code:</b>	4136	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-4

### Summary

This is highly complex and responsible professional work overseeing, directing and supervising the administration of a correctional institution.

Responsibilities include planning, implementing, coordinating and the overall management and administration of a correctional institution. Work also involves responsibility for providing constructive services within a framework of adequate custodial measures as well as the formulation of institutional policies and procedures in keeping with modern penology concepts and departmental standards and policies.

Work is performed with considerable independence and is reviewed by an administrative superior. An employee of this class must be able to demonstrate the program effectiveness and the extent to which it achieves the objectives and goals of the correctional institution.

### Duties and Responsibilities

- Assists in the development of policies and procedures which govern the administration and operation of the correctional institution.
- Directs through subordinates, the custodial and treatment programs of the correctional institution including security measures, housing, feeding, clothing, medical, religious, recreational, educational, social service, and work activities.
- Directs and participates in the recruitment, selection, training, retention, promotion, or dismissal of correctional institution personnel.
- Maintains population control over detainees and sentenced municipal offenders.
- Facilitate with Municipal Court, Kansas City Police Department and City Manager's Office through a City Justice Program Coordination Committee.
- Collaborates with social service and behavioral health organizations for programming for inmates.
- Oversee incarceration alternatives and develops plans with the coordination of the Municipal Court.
- Interprets the institutional program and establishes and maintains good public relations through news articles, speeches, and guided tours of correctional institution buildings, grounds, and facilities.
- Inspects the correction institutional buildings, facilities, and grounds regularly for security, cleanliness, and operation of other custodial activities.
- Monitors the activity of institution employees, identifies safety and health hazards and corrects unsafe working conditions via the appropriate supervision.
- Directs the preparation and presentation of employee safety and health training modules consistent with the sound psychology of positive behavioral change.
- Keeps abreast of professional and technology developments.

- Participates in programs of related professional organizations to update knowledge of a correctional institution.
- Evaluates publications concerned with safety and health management of a correctional institution.
- Performs related duties as required.

## Technical Skills

Thorough knowledge of:

- Modern principles and practices governing the custody of inmates in a correctional institution.
- Principles of supervision and management
- Budget Practices and principles.
- Federal, State, and local statutes concerning safety and health management.
- Various processes to identify and evaluate existing and potential safety and health hazards in a correctional institution.
- Individual and group behavior and attitudes of men and women under restraint.
- Institutional management as related to housing, clothing, and feeding of prisoners.
- The laws related to criminal procedure and penal institutions.

Ability to:

- Operate the correctional institution
- Plan, assign, and supervise the work of others.
- Command loyalty, respect, and obedience, and to inspire the confidence of inmates and subordinates.
- Evaluate worksite conditions for safety hazards.
- Communicate needed actions and activities to management and the workforce.
- Enforce regulations with firmness, tact, and impartiality.
- Exercise mature judgment in making decisions and meeting emergencies.
- Express ideas clearly and concisely, orally and in writing.

## Education and Experience

Graduation from an accredited four- year college or university and five (5) years progressively responsible work in the correctional field, including three (3) years in a responsible administrative or supervisory position.

## Certificates/ Licenses/Special Requirements

- Must possess a valid State issued driver's license in accordance with the City of KCMO policies.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

## Supervisory Responsibility

Supervision is exercised over a moderately large correctional staff through supervisory subordinates.

## Supervision Received

Work is performed under the direction of an administrative superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

## Created

04/19

## Revised

8/2022, 01/2024

