

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CORRECTIONAL WORK CENTER DIRECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to direct Correctional Work Center operations and activities to ensure the safety, security and welfare of the public, employees, and all offenders placed at the Correctional Work Center. Duties and responsibilities include directing and coordinating department activities, supervising assigned staff, enforcing rules/regulations and policies/procedures, developing and administering budget, developing policies and strategic plans, investigating and resolving complaints, directing enforcement of rules and security operations; directing supervision and care of employees and inmates, preparing documentation, maintaining records, and performing other functions as assigned. Reports to County Mayor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, and disciplines; conducts interviews and makes hiring decisions.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, inmates, visitors, and other individuals; ensures reporting of all on-the-job accidents or injuries; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor or other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares and delivers reports to County Mayor, Board of Directors, and Public Safety Committee.

Directs overall operations of the department, including correctional work center operations, security, litter program, staff management, and administrative functions; reviews and approves schedules and assignments to ensure adequate coverage; directs all work activities; reviews and approves all incident reports; reviews various logs and documentation completed by officers; maintains documentation and records of daily activities/events.

Coordinates department activities with those of other departments, other law enforcement agencies, outside agencies, or others as needed.

Develops and implements long and short term plans, goals, and objectives for the department and the facility.

Develops, updates, and implements departmental policies and procedures.

Develops and implements departmental budget; prepares related budget reports; monitors expenditures to ensure compliance with approved budget; prepares budget transfer requests and presents to Budget Committee as needed.

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Directs investigation into complaints or accidents involving personnel, vehicles, equipment, or operations of assigned shift; researches complaints from citizens, provides information, and initiates problem resolution; responds to complaints from officers; directs or conducts internal affairs investigations as required; reviews findings of investigations conducted by staff members; prepares related documentation.

Responds to complaints from inmates; responds to questions from families of inmates.

Responds to appeals from Disciplinary Board; coordinates disciplinary hearings; reviews and approves all disciplinary reports.

Directs enforcement of facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Directs employees in maintaining security of facility and in implementing emergency/non-emergency procedures, evacuation procedures, and other procedures related to safety, health, and fire hazards.

Directs and coordinates all activities involving booking/processing of incoming inmates, release of inmates, monitoring of inmate activities and behavior inside the facility, facility security functions, transport of inmates, and inmate trust fund recordkeeping.

Directs activities associated with ensuring the health, safety and welfare of inmates, which may include distribution of meals and removal of meal trays, provision of clothing/bedding or other supplies, provision of medical aid/supplies, coordination of visitation and telephone communications, or distribution of mail.

Directs activities involving medical care of inmates; approves and directs medications to be administered to inmates.

Directs employees in the resolution of major inmate problems; provides assistance, consultation, and expertise as needed.

Directs county/state litter program, receives payment for fines and directs funds into the county general fund.

Approves state inmate Board bills for submission to Tennessee Department of Correction to receive payment for housing of state inmates.

Prepares or completes various forms, reports, correspondence, budget documents, logs, incident/accident reports, population counts/reports, booking documentation, personal property records, receipts, or other documents.

Receives various forms, reports, correspondence, budget reports, invoices, Board bills, complaints, grievances, incident/accident reports, logs, booking documentation, medical request forms, inmate medication logs, inmate trust fund account records, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, ASP tactical baton, drug testing kits, handcuffs, flashlight, security/alarm system, door control panel, radio/communications equipment, telephone, or general office equipment.

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

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Communicates with county officials, employees, other departments, inmates, law enforcement personnel, court personnel, attorneys, bonding companies, medical providers, visitors, the public, the media, state/federal agencies, other correctional facilities, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Creates and maintains positive public relations; utilizes conflict management skills.

Attends various meetings, serves on committees, and makes presentations as needed.

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

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Criminal Justice, Public Administration, or closely related field; supplemented by completion of correctional institute training program; supplemented by six (6) years of progressive management experience involving corrections facility operations, law enforcement work, budget administration, and management; 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 Tennessee Correctional Institute Certification, Chemical Weapons Certification, and ASP Tactical Baton Certification. May require possession and maintenance of a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; the 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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, 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 noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Estimated Total Hours:**   5   **Maximum Continuous Time:**  20 minutes 

**2. SITTING**

**Estimated Total Hours:**   3   **Maximum Continuous Time:**   1  

**3. LIFTING/CARRYING**

**Objects:**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs				X	
51-75 lbs					Rarely
76-100 lbs					Rarely
>100 lbs					Rarely

**4. CLIMBING**

**Tasks:** building inspection  
**Device:** stairs, ladders  
**Height:** 20-30 feet  
**Frequency:** 3 times per week

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** building inspections, equipment check and repair, office files  
**Frequency:** daily

**6. REACHING**

**Tasks:** office tasks, equipment inspection, building inspections

**Hands Used:** RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		Daily		10 lbs
21-36"		Daily		20 lbs

**7. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	70	% of time
Outside	30	% of time

**8. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**9. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date