



CORRECTIONAL WARDEN (MINIMUM SECURITY)

General Summary

Manage a small adult correctional facility minimum custody inmates for the New Mexico Correction's Department. Provide administrative oversight to ensure the safety and security of the facility. Provide fiscal management of budgetary appropriations.

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Jobcode: PCDX46

Pay Band: CK

FLSA Status: Exempt

Distinguishing Characteristics

The Correctional Warden (Minimum Security) performs advanced managerial work in a correctional facility. Work involves administering policies and procedures to include custody, discipline and welfare of inmates in the facility; and planning, assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment

Recommended Education and Experience for Full Performance

Master's Degree in any field from an accredited college or university and ten (10) years of experience in corrections; five (5) years of which must have been supervisory or management.

Minimum Qualifications

Fourteen (14) years of experience in corrections; four (4) years of which must have been supervisory or management.

- Experience in the areas of social work, guidance and counseling and/or law enforcement may substitute for up to four (4) years of required experience in corrections.
- A degree in any field from an accredited college or university may substitute for the required experience on a year for year basis.

Essential Duties and Responsibilities*

- Plans and provides leadership for the administrative, security and treatment programs of the facility. Makes long-range plans and schedules. Sets goals and establishes objectives to achieve such plans.
- Approves, initiates, interprets, revises and enforces policies and directives for efficient administration. Supplements policies with written guidelines and procedures.
- Directs the activities of all facility functions, assigns duties and delegates authority to accomplish them. Delegates authority for the selection, advancement and termination of staff, including ongoing staff training, communications, development and staff disciplinary hearings.
- Directs the work of other employees, including selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination.
- Ensures that adequate procedures, methods and techniques are established in all programs, disciplines and operations so that functions are executed with maximum efficiency and cost effectiveness.
- Monitors compliance with established facility methods and systems and seeks improvements in all departmental areas including but not limited to security, business services, food service, medical service, programs and maintenance.
- Provides proper safeguards and conducts regular scheduled physical inspections for health, safety and welfare of inmates, staff and property of the facility.
- Remains aware of statutory requirements and legal decisions that affect administrative decisions and/or

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operations of the facility.

- Monitors fiscal management of an adult correctional facility through direct involvement in the budget process.
- Responds on a 24-hour, 7-day basis to significant unusual occurrences.

Bargaining Unit: Not Represented

Statutory Requirements: If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

Conditions of Employment: N/A

Working Conditions: Willingness to work under potentially dangerous circumstances in a correctional facility; will be required to work odd hours, overtime, holidays and weekends. Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*