

DIRECTOR OF SPECIAL OPERATIONS

Basic Purpose:

Positions in this job are responsible for the direction, coordination and management of all correctional facility specialized units to include facility fleet management, canine unit, facility searches, facility follow up audits, inventory management, and Administrative Complex.

Typical Functions:

- Manages and ensure accountability of security equipment for Administration building.
- Manages emergency response for facilities by coordinating with Regional Directors. Responds to emergencies and ensures training for Correctional Emergency Response Team (CERT).
- Coordinates and supervises facility wide searches of all medium and maximum facilities to eliminate contraband. Develops security drills to be performed in correctional facilities to measure the emergency preparedness of facility emergency responses.
- Manages emergency equipment ensuring accountability and availability to facilities in the event of an emergency.
- Supervises implementation of inventory standards for facilities.
- Supervises the Fleet Manager and Canine Manager.

Knowledge, Skills, and Abilities:

Knowledge of facility operations, emergency response, and security practices; of agency policy and security standards, of key control, tool control, emergency plans, and Incident Command structure. Ability to plan, direct, and coordinate the activities of others; to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and manage several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Ten (10) years of experience in correctional or security work for a government agency or private corrections agency, including five (5) years, which must have been in a supervisory capacity in a correctional institution.