

**CORRECTIONS MANAGER III (Unclassified) - Vacancy Announcement**  
**Deputy Warden**  
**Ellsworth Correctional Facility**  
**Ellsworth, KS**

Job Title:	<b>Corrections Manager III, Deputy Warden</b>	Agency Name:	<b>Ellsworth Correctional Facility</b>
Req. #	<b>168883</b>	Vacancy Open Date:	<b>July 5, 2011</b>
Position #	<b>K0217944</b>	Vacancy Close Date:	<b>August 4, 2011</b>
Posting Type:	<b>External</b>	Application Deadline:	<b>August 5, 2011</b>
Salary Range	<b>\$50,918.00 – \$71,593.00</b>		

**Job Duty Description:** This top level management position serves as Deputy Warden of a multi-custody correctional facility with an offender population of 832 adult male felons. The incumbent in this position is responsible for assisting the Warden in the operation of the facility; preparing and implementing directives, orders, and policy statements; ensuring compliance with applicable standards; planning, organizing, and directing the activities of the Security, Classification and Records, Maintenance, Enforcement/Apprehensions/Investigations; Inmate Disciplinary; and Activities Departments. Indirectly supervises the Inmate Telephone Services. Assists in planning and development of the facility's budget for personnel, equipment, and capital improvements. Assumes responsibility for the Warden in his absence. Assists in guiding, directing, supporting, and monitoring staff in their efforts to pursue the Department's Mission and Vision Statements. Assists in developing strategies and resources for contributing to the success of the Kansas Department of Corrections (KDOC) Security Audit program. Maintains knowledge of, enforces, and monitors staff and inmate compliance with all applicable Kansas Statutes Annotated (KSAs), Kansas Administrative Regulations (KARs), Regulations of the Secretary, KDOC Internal Management Policies and Procedures (IMPPs), ECF General Orders, Post Orders, and Emergency Plans. Implements both written and verbal directives and assignments issued by the Warden. Makes frequent inspection tours of the facility and departments under his/her supervision, ensuring cleanliness, sanitation, and operating efficiency; takes corrective action where deficiencies are noted. Assists in resolving problems between offenders, their families, and governmental agencies. Responsible for the Program Management of the inmate population including custody assignments, programs, risk reduction/release planning, and institutional transfers. Responsible for reviewing recommendations pertaining to classification changes. Initiates population control methods through designed ways to reduce inmate transfer within the facility and by reducing inmate idleness. Serves as the facility's Prison Rape Elimination Act (PREA) Coordinator.

**Minimum Qualifications:** A bachelor's degree with major coursework in criminal justice, the social sciences, the behavioral sciences, or public administration and five years of experience in the field of corrections, including at least three years of supervisory and administrative/management experience. Additional experience may be substituted for the required education as determined relevant by the agency.

**Performance Standards:** Knowledge of Department of Corrections and institutional policies, procedures, administrative regulations, and operational memorandum. Knowledge of the attitudes, problems, and behavior of individuals under restraints. Knowledge of the methods, procedures, and practices of controlling and supervising inmates confined to a corrections institution. Knowledge of institutional General Orders, State and Departmental regulations, policies, and procedures. Knowledge of the principles and practices of governmental, fiscal, and personnel administration. Knowledge of modern concepts, principles, and practices related to the rehabilitation of criminal offenders.

Ability to communicate information effectively and to establish and maintain effective working relationships with inmates, subordinate employees, other KDOC officials and representatives of public and private agencies. Ability to interpret and apply rules, regulations and Departmental and institutional policies and procedures and to effectively analyze situations and to exercise judgment and discretion in applying and interpreting Departmental policies and procedures. Ability to plan, organize, direct, and evaluate staff. Ability to formulate policies and procedures for assigned areas. Ability to supervise the work of subordinate professional, technical, and supervisory personnel. Ability to assume the role of Warden during his absence, and supervise all operations and programs of an entire correctional institution.

A full Position Description and required Essential Physical Functions for this classification can be obtained by contacting the recruiter listed below.

**TO APPLY:** Go to [www.jobs.ks.gov](http://www.jobs.ks.gov) to complete and submit your electronic application.

- Or mail to Ellsworth Correctional Facility, 1607 State Street, P.O. Box 107, Ellsworth, KS 67439-0107;
- Or fax to 785.472.6370;
- Or contact ECF Recruiter Wendy Stroede at 785.472.6295 to obtain an application and supplemental documents;
- Or email [WendyS@doc.ks.gov](mailto:WendyS@doc.ks.gov) to obtain an application.

If you haven't already done so, please register or update your personal data with the State of Kansas at [www.jobs.ks.gov](http://www.jobs.ks.gov). Applications and any required documents must be received by the application deadline of this announcement. Please call by closing date to confirm receipt of your application and required documents. EOE

**Selection Process:** Applicants selected for interview will be evaluated by an interview panel using performance/behavior based interview questions. The interview panel will make recommendations to the Warden for final approval. A second interview may be conducted. Applicants will be subject to background check and criminal history investigation; must pass a drug screen and a TB test unless promoting, transferring, or demoting from another safety sensitive position within the same agency; and possess a valid Driver's License.

**Reasonable Accommodation:** Applicants requiring reasonable accommodation for any part of the application and hiring process should contact 785.472.6297. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

**COME JOIN THE KANSAS DEPARTMENT OF CORRECTIONS/ELLSWORTH CORRECTIONAL FACILITY TEAM**