

# EMPLOYMENT OPPORTUNITY KANSAS DEPARTMENT OF CORRECTIONS

## Warden - Topeka Correctional Facility, Topeka, KS

The Kansas Department of Corrections is continuing a nation-wide search for an unclassified Warden at the Department's Topeka Correctional Facility. The Warden has the overall responsibility for managing and directing facility security, fiscal, human resources and physical plant and ensuring that prescribed activities are implemented and carried out in accordance with Kansas Statutes, department policies and directives of the Secretary of Corrections and Deputy Secretary of Facilities Management.

**Topeka Correctional Facility (TCF)** is the only facility operated by the Kansas Department of Corrections (KDOC) for the incarceration of adult women sentenced in Kansas to the custody of the Secretary of Corrections. This top level management position serves as Administrator with 253 FTE's and a capacity of 773 convicted adult female felons assigned to multi-custody levels.

**Salary:** Salary offer will be based on education and experience. Minimum of Range: \$60,000. Excellent benefits.

**Selection Criteria/Minimum Qualifications:** A Bachelors Degree with major coursework in criminal justice, the social sciences, the behavioral sciences, or public administration, and five years of supervisory and administrative/ manager level experience in the field of corrections. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

**Preferred Skills and/or Qualifications:** Five years of experience in adult correctional work. A Master's Degree with major coursework in criminal justice, the social sciences, the behavioral sciences, or public administration.

**Position Duties:**

- Manages, plans, organizes and administratively directs all activities of the Topeka Correctional Facility.
- The Warden is responsible for managing the budget of TCF within the constraints imposed by KDOC, the Division of Budget and the Kansas Legislature. Administers programs for effectively maintaining the safety and security of the public, employees and inmates.
- Manages the human resources of TCF in order to accomplish the facility's goals and objectives.
- Ensures the physical plant of TCF is clean and well organized and free from major deficiencies in security audit, health and environment, fire safety, and safety and sanitation inspections.
- Oversees correctional and rehabilitative programs including academic, vocational education, classification and records, volunteers, religious, mental health and recreational activities.
- Manages and directs the Reception and Diagnostic function for the department for all female inmates entering the Kansas Correctional System.

**Other Requirements:** Candidates may be subject to a background/suitability investigation/determination, drug screen and TB test. Must possess and maintain a valid driver's license. A complete position description with Essential/event driven functions for a Manager/Administrator are available upon request.

**To Apply:** Submit an electronic application through [www.jobs.ks.gov](http://www.jobs.ks.gov).

Enter requisition #168728 and on application before submitting

Or mail application, resume and transcripts to KDOC, 900 SW Jackson, LSOB 4<sup>th</sup> floor, Topeka, KS 66612

Or fax to 785-368-6565

Or E-mail to [HR@doc.ks.gov](mailto:HR@doc.ks.gov)

**For additional information contact: 785-296-4495**

**Accommodations:** The Americans with Disabilities Act of 1990 ensures your right to reasonable accommodations. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, in taking an examination, or in an interview or assessment. A request for an accommodation will not affect your opportunities for employment with the Kansas Department of Corrections. It is your responsibility to make your needs known. Please notify the contact person indicated in this notice if you have a need and what accommodation you require. EOE

**Position Closes: 07-06-2011**