



MIFFLIN COUNTY CORRECTIONAL FACILITY  
103 W. MARKET ST.  
LEWISTOWN, PENNSYLVANIA 17044  
PHONE (717) 248-1130  
ADMIN FAX (717) 242-5459  
BOOKING FAX (717) 248-4818  
ANNEX FAX (717) 242-1390

The County of Mifflin is currently accepting applications for the position of Warden/Administrator at the Mifflin County Correctional Facility. The Mifflin County Correctional Facility is a 198 bed facility. Applicants must be able to ensure the safety and security of all facility operations, ensure compliance with the Department of Corrections standards, State and Federal laws and Mifflin County Facility policies and procedures and any other applicable regulations and requirements.

Salary for the position is negotiable. Application and complete job description with minimum training and experience requirements are available at the Mifflin County Correctional Facility or go to <http://www.co.mifflin.pa.us/Pages/Job-Opportunities.aspx> for more information.

Mifflin County is an Equal Opportunity Employer. Applications and Resumes must be submitted by 4:00pm Wednesday September 21, 2016

**MIFFLIN COUNTY CORRECTIONAL FACILITY**  
**B - Job Descriptions      Correctional Facility Administrator**

**B-007**

**REFERENCE:**            Mifflin County Correctional Facility Board

**APPROVAL:**            Mifflin County Commissioners

It is the policy of the Mifflin County Correctional Facility Board to provide an Administrator to oversee the operations of the Mifflin County Correctional Facility.

**JOB DESCRIPTION**

**Job Title:**            Correctional Facility Administrator  
**Job Number:**        2901  
**Class:**  
**Pay Grade:**  
**Reports To:**        Mifflin County Correctional Facility Board

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- <    Ensure the safety and security of all correctional facility operations; maintain order and prevent escapes. Ensure compliance with the Department of Corrections Standards, State and Federal Law, County Policies, Mifflin County Correctional Facility Policies and Procedures, and any other applicable regulations and requirements.
  
- <    Supervise correctional facility personnel; select new employees; offer and administer staff training programs and instruction; plan, coordinate, assign and review work; maintain standards; act on problems; evaluate performances; recommend/approve salary increases, promotions, transfers, discharges and discipline.
  
- <    Develop, submit, implement and monitor the correctional facility budget; authorize expenditures and ensure compliance with budget guidelines. Certify payroll, attendance and scheduling.
  
- <    Administer and direct the Inmate Work Credit Program and work assignments; oversee inmate recreation programs. Coordinate inmate medical care and religious services. Respond to inmate requests.
  
- <    Develop strategic plans for the correctional facility.
  
- <    Make decisions on appeals filed by the inmate population in regards to findings handed down by the Misconduct Hearing Committee and the Inmate Classification Committee.

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- < Make decisions on appeals if Inmate Complaints and Grievances and provided a written response.
- < Act as a liaison with the media and the public; respond to all correspondence directed to the correctional facility.
- < Attend, schedule and direct Department Head Committee meetings; prepare agendas for the Correctional Facility meetings.
- < Coordinate correctional facility operations with other County agencies including, but not limited to, Probation, Judicial, and state and federal authorities and agencies.
- < Perform other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- < Master's Degree in Criminal Justice, Corrections, or a related field with three years of correctional facility administration experience that includes supervisory experience;  
**OR,**  
Bachelor's degree in Criminal Justice, Corrections, or a related field with five years of correctional facility experience that includes 3 years of supervisory experience.  
**OR,**  
Ten years experience in the Field of Corrections with a minimum of five years experience in a supervisory capacity at the level of Lieutenant or higher.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- < Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- < Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- < Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, reports, logs, budgets, codes, statutes, regulations, policy, procedures and non-routine correspondence.

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**Correctional Facility Administrator**

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- < Ability to develop and create in writing facility policies and procedures.
- < Ability to communicate orally and in writing with the County Commissioners and the Correctional Facility Board, all correctional facility staff, law enforcement agencies and other correctional institutions, County Solicitor, inmates and their families, the media and the public.
- < Ability to handle stressful situation in a calm and collected professional manner.

**Mathematical Ability**

- < Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

**Physical Requirements**

- < Ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment on equipment, machinery and tools such as computer and other office machines and/or related materials used in performing essential functions.
- < Ability to coordinate eyes, hand, feet and limbs in performing skilled movements such as rapid keyboard use.
- < Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- < Ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, material and tasks.
- < Ability to defend one's self and others when necessary.

Position description standard guideline of requirements for this position. However, this is not to be construed as exclusive or all-inclusive. Other duties or requirements may be added at any time.

Mifflin County 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 employees and incumbents to discuss potential accommodations with the employer.

FD, March 11, 2010