



Commissioners of Mifflin County

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Mifflin County, an equal opportunity employer, is currently accepting applications for the position of Deputy Warden at the Mifflin County Correctional Facility (MCCF). The MCCF 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, MCCF policies and procedures, and any other applicable regulations.

Salary for the position is negotiable. Application and complete job description are available at the MCCF or online at <http://www.mifflinco.org>. The deadline for applications and resumes is 4:00 p.m. July 6, 2021. Please submit applications and resumes to Warden Kormanic at jkormanic@mifflinco.org or 103 W. Market St., Lewistown, PA 17044.

*****See following pages for job description*****

Visit us on the Web at <http://mifflinco.org>
AN EQUAL OPPORTUNITY EMPLOYER

MIFFLIN COUNTY PRISON

I B - Job Descriptions

I Correctional Facility Assistant
Administrator

I B-012

REFERENCE: Mifflin County Correctional Facility Administrator's Office

APPROVAL:

It is the policy of the Mifflin County Correctional Facility to provide assistance in the planning, organizing, directing and controlling the institutional operations. The Assistant Administrator has direct responsibility for the security, treatment and administrative functions of the institution. A significant aspect of the work involves providing advisory/consultative services to the Administrator in various aspects of institutional management.

JOB DESCRIPTION

Job Title: Correctional Facility Assistant Administrator
Job Number: 2805
Class:
Pay Grade:
Reports To: Correctional Facility Administrator

Essential Duties and Responsibilities

- ▶ The Assistant Administrator acts in the absence of the Correctional Facility Administrator.
- ▶ Provide advisory/consultative services to the Correctional Facility Administrator in developing institutional policies and procedures.
- ▶ Direct facility operations regarding security, control, and administration of staff, inmates, equipment and the facility through subordinate supervisors.
- ▶ Monitors staff and inmates to ensure compliance with facility policies and procedures, rules and regulations, and State and Federal law.
- ▶ Identify and resolve institutional personnel, program and/or operational problems effecting resolutions consistent with departmental policy and personnel procedures.
- ▶ Direct matters pertaining to personnel's disciplinary action, which may include investigations, fact-finding hearings, administrative hearings, and any other activity which may result in initiating or recommending corrective disciplinary actions, including dismissal.

MIFFLIN COUNTY PRISON

I B - Job Descriptions

I Correctional Facility Assistant
Administrator

I B-0012

- ▶ **Supervise the preparation, development and maintenance of official records and reports in support of institutional/departmental policies and procedures.**
- ▶ **Assist with the preparation of the budget.**
- ▶ **Direct the scheduling of institutional staff ensuring security is maintained with available resources.**
- ▶ **Coordinate all staff training programs, required, optional and in-house, as recommended by the Department of Corrections and other training offered by other agencies or resources.**
- ▶ **Ensure programs and services are accessible to inmates and that these programs and services promote inmate development, institutional development and transition back to society.**
- ▶ **Review inmate and employee grievances/complaints and resolves them following department and institutional policies and procedures.**
- ▶ **Interact with a variety of intra and interdepartmental organizations such as Probation and Parole, Courts, Law-enforcement agencies and other correctional institutions, as well as inmates and their families, public officials, visitors, media, and lawyers.**
- ▶ **Regularly inspects the facility for compliance in regards to security and health procedures, regulations and requirements and oversees building maintenance and improvements.**
- ▶ **Performs related work as assigned.**

Minimum Training and Experience Required to Perform Essential Job Functions

- ▶ **Experience in correctional work including 5 years supervisory experience. Graduation from a 4-year college or university with major course work in criminal justice or a related field is generally preferred; OR, any equivalent combination of 7 years of experience in a correctional field, training, and/or education deemed to meet the minimum qualifications.**

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

- ▶ **Knowledge of correctional operations and standards.**
- ▶ **Good communications skills, both orally and in writing.**
- ▶ **Ability to work under pressure, skilled in problem identification and development of an appropriate course of action.**
- ▶ **Ability to adapt to rapidly changing situations.**
- ▶ **Ability to coordinate a variety of programs and projects, assess their effectiveness and make necessary changes as required to achieve institutional/departmental goals and optimum results.**

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.

ED. September 6, 2001

