

Job Description

Job Title: Corrections Supervisor II **Job Code:** 905111 **Job Family:** Public Safety

Pay Grade: 18.17 **FLSA:** Exempt **EEO:** Para-professional

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Provides oversight of the operations of the facility, including staffing, safety, security and sanitation issues; ensures there is an on-duty supervisor in charge of each shift at all times; serves as a role model; works with non-operations staff to ensure that staff in each facility are working to improve offender behaviors and to keep the public safe; ensures that the operational budget is maintained and that overtime is used effectively and efficiently; responsible for monitoring the morale of operations staff and offenders and proposing action for improvements.
- Provides for the supervision of security staff, including the direct supervision of shift supervisors; documents growth and development of staff; monitors and observes the work of all operations staff; ensures performance appraisals are completed in a timely manner; provides ongoing feedback to staff regarding performance issues including holding them accountable; ensures the ongoing use of Evidence Based Practices in the management of offenders; ensures offenders are treated fairly and equitably by all staff members.
- Ensures that review and dissemination of reports and other departmental/division communications are made in a timely manner; meets regularly with and other staff to receive and provide information to ensure effective and efficient operations; participates and/or initiates projects to improve operations, reduces critical incidents; offender disciplinary actions, and implementation of Evidence-Based Programs; works positively with contract staff and facility volunteers and encourages their participation in facility programming.

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- Works in conjunction with the training coordinator to ensure staff receive proper training and development; participates in the development, implementation, and presentation of training to staff; schedules and coordinates physical ability testing for new hires and annual training; provides input to training staff to ensure that any gaps in training are addressed based upon observation/experience.
- Assists in the development and implementation of policies and procedures; ensures compliance with state and federal laws and regulations; takes initiative to propose new policies and revisions to policies.
- Evaluates staff response in emergencies and ensures appropriate level of debriefing occurs in emergency situations; takes corrective action; works in cooperation with local law enforcement and emergency response agencies.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Criminal Justice, Psychology, Sociology, Human Development or related field; three (3) years corrections experience; successfully pass a criminal history check; and possess a valid driver's license.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Two (2) years equivalent Corrections Officer III experience is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%
Exposure to extreme temperatures
Lifting
On call/stand-by work required.
Shift work
Safety-sensitive job.
Weather essential job Department and County
Uniform required