



# The Charles County Sheriff's Office

is now accepting applications for

## **Director, Corrections Division**

**Salary: \$83,272 - \$123,924**



This critical position involves senior performance level management work. The Corrections Director is charged with the responsibility of maintaining and operating the Charles County Detention Center (CCDC), Annex, and Court Holding. This position requires the employee to use considerable judgment in interpreting the intent of the guidelines and generating specific guidance for use by subordinate managers in developing various components of the overall Corrections Division. This employee serves as the chief administrator for the Corrections Division and exercises considerable independence in the performance of duties with only general guidelines.

### **REQUIREMENTS:**

- Bachelor of Science degree in criminal justice, corrections, a social or behavior science, business or public administration, or a closely related field. And/or equivalent combination of education, experience, and training which provide the required knowledge, skills, and abilities.
- Corrections experience with five (5) years executive level management experience.
- Extensive knowledge of Federal, State, and County laws as they apply to detention operations, pretrial services, pre-release, reentry services, and any other documented guidelines that impact correctional operations in Charles County.
- Extensive knowledge and operational experience in the theory and principles of institutional correctional operations, security and control, behavioral patterns of offenders or individuals entering arrest and jail confinement, the social factors which resulted in institutionalization, cultural dynamics that characterize criminal development among offender groups, treatment of the offender, the full focus of community corrections and major and evolving non-institutional alternatives and human resource development principles to build and maintain a strong program.
- Extensive knowledge of the development and operation of work release, education, reentry, mental health, substance abuse, co-occurring disorder programs, volunteer programs and such other correctional treatment initiatives.
- Knowledge and skills in planning, developing, implementing and administering a broad range of corrections functions and programs carried out by employees with the skills to maintain accreditation by Maryland Commission on Correctional Standards under COMAR.
- Skill in conducting a full range of activities to include contract administration, regularly meet and discuss labor managements and grievance responses.
- Skill in negotiating agreements with numerous groups and organizations within the Corrections Division, county government and the surrounding communities.
- Considerable knowledge of security approaches and techniques.
- Ability to perform life saving measures.
- Ability to operate in a confined environment and to function effectively in stressful situations.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to recommend and present innovative solutions to problems.
- Knowledge of supervisory and management techniques.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Possess a valid driver's license.
- Ability to pass a comprehensive background investigation.
- Ability to pass random drug screening.

Please submit completed application along with a three (3) page resume to:

Human Resources, P.O. Box 189, La Plata, MD 20646

For more information call: (301) 609-6417

Or Fax to: (301) 609-6420

**EQUAL OPPORTUNITY EMPLOYER**