

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
DEPUTY CORRECTIONS  
PROGRAM ADMINISTRATOR

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**DEFINITION**

Administers mission critical multi-faceted corrections programs as a Deputy Director in the Department of Corrections; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of professional staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Collaborates with department head and other agency executive staff on operational problems which influence management and organization of corrections service delivery and serve as a key resource person in evaluating and recommending solutions to problems relating to corrections programs, institutions, and community based corrections districts.

Reviews, modifies, or rejects changes in functions, structure, position design, staffing levels, and related actions; establishes organizational relationships designed to meet specific goals and objectives.

Plans, evaluates and strategizes for long-term development of resources, program objectives, and operational changes which will improve delivery of services in a cost effective and efficient manner.

Evaluates agency programming and services for incarcerated and non-incarcerated offenders and recommends appropriate funding adjustments.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of the immediate organization in order to effectively gain necessary executive, legislative and related support for management decisions on program priorities and goals.

Resolves a broad spectrum of general administration and program problems not covered by precedents or established policies.

Evaluates proposals emanating from or outside of the agency regarding new or revised legislation, regulations and related changes that have a direct impact over programs or operations under the agency's control.

Acts as a statewide representative of the Department of Corrections to the public for the purpose of promoting goals and objectives.

**COMPETENCIES REQUIRED**

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements of the Department of Corrections.

Knowledge of the criminal justice system.

Knowledge of correctional treatment and program philosophies.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, information systems, and related governmental programs.

Ability to deal effectively with persons representing widely divergent backgrounds, interests and points of view.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to coordinate and integrate the work activities of diverse unit managers.

Ability to analyze organizational and operations problems and develop timely, creative and economical solutions.

Ability to represent the agency both within and outside the organization and to gain support for the agency's program goals.

Ability and willingness to consider new ideas or divergent points of view.

Ability to objectively evaluate facts, situations and circumstances.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Master's degree in criminal justice or corrections and experience equal to six years of full-time progressively responsible management work in an adult correctional facility, community based corrections programs, or related criminal justice experience;

OR

graduation from an accredited four year college or university and experience equal to eight years of full-time progressively responsible management work in an adult correctional facility, community based corrections programs, or related criminal justice experience;

OR

an equivalent combination of education and experience substituting eighteen semester hours of graduate level coursework in a behavioral science or management for each year of the required experience to a maximum of two years.

**NOTE:**

Positions in this class are "at will" and exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the employing agency.

Effective Date:     6/03     SP