

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
INSTITUTIONAL SUPERINTENDENT

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**DEFINITION**

Under administrative direction, administers the overall operations and activities of a juvenile correctional or training facility, an adult correctional facility, a facility for the mentally ill, or a facility for the mentally disabled; 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 a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments; administers personnel and related policies and procedures.

Plans, organizes, coordinates, directs and evaluates the programmatic and administrative functions of the facility in an efficient and effective manner to optimize the habilitative and/or rehabilitative potential of residents and patients.

Administers and controls the facility's budget to ensure provision of staff, equipment, materials and supplies sufficient to support the programming needs and general support services, and to ensure that expenditures do not exceed allocated funds.

Establishes, implements and maintains program management systems which insure development of appropriate, effective, consistent and least restrictive treatment/habilitative programs based on identified needs of clients/residents and which provide a system of measuring levels of achievements/changes.

Implements and enforces operational policies necessary to achieve and/or maintain accreditation and certification as appropriate for the facility.

Serves as spokesperson and representative for the facility in contacts with the news media, legislators, elected and/or appointed officials of community agencies, counties, planning boards and commissions to provide a greater understanding of the mission and purpose of the facility.

Administers staffing to ensure that qualified persons are assigned to all residential facility service areas through administration of labor contracts, development and implementation of staff training programs, adherence to affirmative action policies and compliance with state rules, administrative procedures and statutes.

Justifies capital improvement and other budgetary requests so that facility needs are clearly documented and communicated.

**COMPETENCIES REQUIRED**

Knowledge of the attitude, problems, motivations and behaviors of individuals under the care, custody and control of the facility.

Knowledge of the general principles of administration as applied to the management of a state facility.

Knowledge of the laws and regulations relating to state institutions and familiarity with the pertinent statutes.

Ability to direct staff in the planning, scheduling and overseeing of the assignment of inmates or residents in program situations as part of the rehabilitation process.

Ability to develop and foster team work and motivate institutional staff.

Ability to plan work procedures and to supervise employees, enforcing regulations with firmness, tact and impartiality.

Ability to establish and maintain effective working relationships with staff, inmates, residents, community groups, public officials and the general public.

Ability to present ideas effectively and to interpret programs to community, civic and professional groups.

Sufficient stability to respond to intensely emotional reactions, to adjust to work pressures, change, or difficult situations without being negatively impacted by stress.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university and the equivalent of five years of full-time management experience in a correctional, mental health, intellectual disability or juvenile correctional or training facility;

OR

an equivalent combination of education and experience substituting the equivalent of one year of the above type full-time work experience for each year of the required education to a maximum substitution of four years;

OR

an equivalent combination of education and experience substituting the equivalent of one year (twenty-four semester or equivalent hours) of graduate level course work in penology, the social/behavioral sciences, business administration or public administration, for each year of the required full-time experience to a maximum substitution of two years.

#### **NOTE:**

Positions in this class are 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: 03/12 BR