# Warden I

**Class Code:** 4551  
**Salary Group:** B26  
**Salary Range:** $69,415 - $117,397

## General Description

Performs advanced and/or managerial (senior-level) correctional and criminal justice administration work in a correctional facility. Work involves managing and overseeing correctional facilities; administering policies and procedures; and directing security, housing, and facility operations. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## Examples of Work Performed

- Directs the overall operations at a state correctional facility, including the control and security of offenders; the administration and management of correctional staff; and the maintenance of equipment, property, and buildings.

- Directs facility operations and labor force placement of facility agriculture, offender treatment, building maintenance, construction, and industrial programs; and coordinates facility activities with other facilities, departments, and agencies.

- Directs staff assignments and placements in the event of riots, escapes, and other emergencies.

- Oversees the preparation, documentation, and reporting of offender work assignments and rehabilitation.

- Oversees and reviews inspections of living accommodations for offenders to ensure proper sanitation and safety; and recommends improvements when necessary.

- Oversees the establishment and maintenance of custody, security, and control measures at a state correctional facility.

- Oversees the overall maintenance of buildings and permanent improvements of the facility; and approves requisitions, inventory, and issuance of supplies, materials, and equipment.

- Administers procedures and practices relating to the security of offenders; and ensures that policies, procedures, rules, and regulations are enforced.

- Implements and evaluates policies and procedures related to housing, treatment, custody, and/or security programs for offenders.
May supervise the work of others.

Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**EXPERIENCE AND EDUCATION**

Experience in correctional criminal justice and/or law enforcement work. Graduation from an accredited four-year college or university with major coursework in criminal justice or a related field is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the overall operation of correctional facilities; of state and federal laws, rules, regulations, and statutes; of correctional methods, techniques, practices, and procedures; and of agency and departmental organizational structure, policies, procedures, rules, and regulations.

Skill in administrative problem-solving techniques and in the use of a computer and applicable software.

Ability to prepare and maintain accurate records, files, and reports; to make decisions taking into consideration the health and safety of involved parties; to communicate effectively; and to supervise the work of others.