UNCLASSIFIED JOB ANNOUNCEMENT

Deputy Director - Programs (U9034)

Nevada Department of Corrections

Recruitment Open to:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Corrections (NDOC).

Geographic Location: Las Vegas, Nevada

Approximate Annual Salary:

Up to $131,743 annually. (Salary range reflects retirement (PERS) contributions by both the employee and employer). An Employer paid contribution plan is also available at the election of the employee; which results in a reduced gross salary up to $114,934. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick leave and annual leave. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health benefits available to all employees may be accessed at https://pebp.state.nv.us. Other employee paid benefits such as deferred compensation plans are available.

DEFINITION – Under the administrative direction of the Director, Nevada Department of Corrections (NDOC), the incumbent for this position is responsible for developing strategies for correctional programs, in compliance with the American Correctional Association (ACA) standards.

GENERAL CHARACTERISTICS:

Responsibility for planning, organizing, directing, monitoring and evaluating all programmatic activities and delivery of services related to the rehabilitation of incarcerated offenders, on a state-wide basis. Directs, develops, implements and supervises governing policies and procedures affecting a wide
range of programs and service deliverables to include, but not limited to: education & special education; faith-based and chaplain programs; work-based education and vocational training; mental health programs; recidivism reduction; sexual offender programs; substance abuse programs and therapeutic strategies; specialized programs.

Maintains constant awareness of national trends in correctional programming; develops and guides staff to ensure implementation of evidence-based correctional programs, utilizing “best practices” to meet varied needs of incarcerated population. Fosters effective communication relationship with the Office of the Attorney General (AG), relative to legal decisions, court cases, and enacted and proposed legislation potentially affecting Constitutional programming and service delivery obligations. Continual interaction with national, regional, statewide and local organizations in researching and developing programming opportunities to facilitate rehabilitation of offenders.

**ESSENTIAL FUNCTIONS**

- Establishes and maintains programming network of correctional professionals, vendors, volunteers from the surrounding communities, and other entities to gauge contemporary correctional programming strategies, initiatives, tactics, assessment tools and techniques.
- In collaboration with the Director and Public Information Office (PIO) staff, prepares media reports, community awareness announcements and/or presentations to publicize programmatic efforts. Discusses media requests and other community contacts with Director and Public Information Officer prior to responding to inquiries.
- Oversees and manages program-related budget; monitors expenditures and commitments; represents the Department and appears before Legislative committees as requested by Director.
- Conducts meetings with Mental Health Director, Associate Wardens – Programs, Correctional Substance Abuse programmers, Psychologists, Correctional Caseworker Specialists, Chaplains, Re-entry educators, Vocational Trainers and other departmental interdisciplinary staff to ensure clear understanding of programmatic mission, obligations, responsibilities, strategies, vision and priorities.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough understanding of the inmate classification system; and inmate distribution methods.
- Thorough knowledge of State rules, regulations, policies, procedures and processes governing inmate meritorious award and statutory credit.
- Detailed knowledge of emergency management, security principles, practices and tactics governing the use of physical and deadly force; principles, practices and laws of corrections related to the criminal justice system.
- Detailed knowledge of laws, rules, regulations, and policies governing NDOC.
- High skill level to develop work plans and time tables; coordinate multiple operations; programming planning, implementation and evaluation & accountability; and the effective utilization of managerial tools such as information systems, statistics and public information resources.
- High skill level in the research and implementation of creative methodologies designed to enhance and sustain institutional efficiencies.
- Ability to systematically analyze operational practices, identify inefficiencies and deficiencies; define problems and develop solutions and justify conclusions---implement changes; develop innovative and resourceful solutions to problems.
- Ability to confidently explain correctional priorities, programs, systems, mission, vision and strategies to Legislature and other governing bodies, as requested by Director.
- Ability to reliably and responsibly work with high degree of autonomy to complete assigned tasks and demonstrate initiative in completion of work projects.
- Ability to communicate effectively with all levels of internal and external customers.

MINIMUM REQUIREMENTS: (Licenses, Certificates, Degrees or Credentials) – This position requires a Bachelor’s Degree from an accredited college or university in criminal justice, corrections, law enforcement or closely related field and four years of experience equivalent to a correctional Warden; or an Associate Degree in any of the referenced educational disciplines and six years of experience equivalent to a correctional Warden.

SPECIAL NOTE: Previous experience working within a prison/correctional setting is preferred.

To Apply:

Please submit a detailed resume and a cover letter which addresses your qualifications for the position. Resume must include a detailed description of your employment history, duties, number and classification(s) of staff supervised, and professional references to:

Kenneth Goodly, Human Resources Analyst 2, 3955 West Russell Road, Las Vegas, Nevada 89118 or email at kgoodly@doc.nv.gov.

Applications will be accepted until recruitment needs are satisfied

Qualified individuals are encouraged to submit their application as early as possible, as this announcement may close at any time without notice.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.