

Warden

Northwest Correctional Complex

Position Title: Warden

Salary Range: Grade 117, \$6,087 to \$10,957 per month

About the Facility:

The Northwest Correctional Complex (NWCX) site is one of five prototypically designed prisons in Tennessee. As the primary employer in Lake County, it is renowned for its contributions to the economic health of the area. NWCX provides over 100,000 hours of community service work to state and local governments and non-profit agencies each year, contributing significantly to the local area through these community service efforts. In addition, NWCX has strong focus on education, providing programs including special education services, Adult Basic Education, preparation for high school equivalency (HiSET) testing, Title 1, vocational education programs, and post-secondary education programs.

Position Responsibilities:

The Warden has overall responsibility for the operation and direction of the facility, ensuring the facility operates in accordance with state and federal law, agency policies and procedures, and the standards of the American Correctional Association. The Warden serves as a representative of the Department in performing public contact and liaison work with law enforcement, partner organization representatives, legislators, community leaders, offenders, their families, victims, and/or the general public. Additional responsibilities include:

- Ensure facility-wide adherence to all policies and procedures all the while operating in a safe and secure manner, to include security operations, inmate movement and control, accountability, tool, key and armory control.
- Ensure uninterrupted, around-the-clock accountability of all inmates within the facilities assigned custody/count.
- Oversee the protocols for emergency operations to ensure unhindered responses using the Organizational Structure of the Incident Command System, in areas such as escapes, natural disasters, security operations, disturbances, etc.
- Ensure compliance with all applicable laws, rules, and accreditation standards and to ensure appropriate corrective action is taken where discrepancies are noted.
- Oversee and ensure the programmatic needs addressed in each inmate's risk/needs assessment are being addressed

This position reports to the West Region Correctional Administrator and is expected to be on call 24 hours a day/7 days a week, to include weekends, nights, and holidays.

Qualifications:

Bachelor's degree, with substantial and increasingly responsible management and administrative experience in adult correctional work, law enforcement, probation/parole, rehabilitative services, correctional intelligence, correctional compliance, or other related areas. Equivalent combinations of education and experience may be considered.

Candidates must demonstrate a comprehensive understanding and knowledge of the practices and principles of correctional facility management, pertinent correctional laws, rules and regulations, and the principles and practices of supervision and training.

How to Apply:

Submit a letter of application and complete resume to Lesley Gilmore at Lesley.Gilmore@tn.gov by close of business on February 18, 2020.