



Department of Public Safety and Correctional Services

Division of Correction Eastern Correctional Institution

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-ACA ACCREDITED-

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WARDEN

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ASSISTANT WARDEN
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FACILITY ADMINISTRATOR
ANNEX

DARRYL K. WEBSTER
FACILITY ADMINISTRATOR
PHPRU

Recruitment Bulletin

Recruitment for: **Assistant Warden**
Eastern Correctional Institution
Class Code: 5278
Full-time, Management Services Position

Salary: Grade 22, \$60,290 - \$96,808
Salary Reduction \$58,783 - \$94,388 through 6/30/09

Closing Date: November 19, 2009

Position Duties: The Assistant Warden performs managerial work involving the administration of an adult male correctional institution. This position may be responsible for directing operational services and or program services. The employee receives direction from the Warden.

Examples of duties may include management of any combination of operational and/or program services such as security operations, correctional classification, social work, recreation, psychology, religious services, maintenance, food services, and other areas as necessary. Serves in the capacity of the Warden when necessary.

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited four (4) year college or university, including 15 credit hours in criminal justice or a related field.

Applicants may substitute additional experience in a position of major responsibility for the required education at a rate of one (1) year of experience to one (1) year of education for up to four (4) years of the required education.

Experience: Five (5) years of experience in the criminal justice system or other related field; three (3) years of which must have been in a position of major responsibility, (i.e., Director, Program Manager, Facility Administrator, Security Chief, CO Major, Department Head). Preference will be given to candidates with demonstrated leadership skills. Candidates should possess excellent verbal and written communication skills.

Applicants may substitute additional college credits at the rate of 30 credits for up to one (1) year of the required general experience.

Mail State Application (MS 100 Form) and résumé to:

Ms. Dionne Dale, Human Resources Director
Division of Correction Headquarters
6776 Reisterstown Road, Suite 311
Baltimore, Maryland 21215

Applications can be obtained from the Department of Budget and Management website at: www.dbm.state.md.us

All résumés will be reviewed for minimum qualifications. Please ensure that the résumé clearly identifies education and experience requirements.

To be posted on all Employee Bulletin Boards.