

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -  
Assistant Regional Director for Prison and Jail Operations

SALARY GROUP: B21

DEPARTMENT: Correctional Institutions Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lorie Davis DATE: 07/13/2016

POSITION #: 033295

**I. JOB SUMMARY**

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees activities of staff within the Institutional Unit and State Jail programs; plans, implements, coordinates, and monitors prison facility programs, services, and operations; develops and implements program guidelines, policies, procedures, rules, and regulations; and monitors compliance with laws, statutes, and agency requirements, policies, and procedures.
- B. Oversees special investigations, reviews, and program analyses; develops and implements effective techniques for evaluating facility program services and operations; conducts site visits of units, jails, and other facilities; provides guidance to employees in handling difficult or complex problems; and provides guidance in developing new methods and procedures.
- C. Establishes program goals and objectives; oversees the preparation of program management and productivity reports and studies and recommends improvements; and prepares and evaluates program budget requests.
- D. Plans, assigns, and supervises the work of others; and provides technical assistance and direction in response to critical events and emergency situations to include escapes and unit disturbances.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning correctional custody, law enforcement, or criminal justice program administration experience.
3. Three years full-time, wage-earning experience in the supervision of employees.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of correctional or law enforcement administration and management.
2. Knowledge of state and federal laws, rules, regulations, and statutes relating to penal institutions.
3. Knowledge of emergency response procedures for critical incidents to include escapes, disturbances, and deaths.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in correctional custody and law enforcement methods, practices, and techniques to include the use of force and chemical agents.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to review technical data and prepare technical reports.

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Page 3 of 3

10. Skill in administrative problem-solving techniques.
11. Skill in public address.
12. Skill to develop, evaluate, and implement program operations and procedures.
13. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, weapons, restraining devices, and automobile.