

# COUNTY OF LEBANON

## Job Announcement

Posting Date: December 17, 2018

<i>Position:</i>	<b>Deputy Warden of Operations</b>
<i>Department:</i>	<b>Lebanon County Correctional Facility 730 East Walnut Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>January 14, 2019</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>Monday – Friday, 8:30AM to 4:30PM, 35 hrs/wk</b>
<i>Pay Grade:</i>	<b>Grade 14 Step 1</b>
<i>Salary Range:</i>	<b>\$1,505.92 Bi-weekly</b>

- **A County of Lebanon Application must be submitted for consideration**
  - *Resume is recommended, however, is optional unless otherwise stated below*
- **Applications will be accepted through January 12, 2019**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The Deputy Warden of Operations supervises and directs all aspects of prison procedure and operations as mandated by legislated laws and Federal statutes involving County Facilities within the Commonwealth of PA. This position entails a comprehensive knowledge of current correctional policy and precedent, as well as its proper application as interpreted by the Courts and legislated law. This position also supervises personnel and maintains records associated with human resource functions. The Deputy Warden of Operations is second in command of the institution and serves as the acting Warden if said position is absent or temporarily vacated. This position serves and answers directly to the Warden. This is an appointed position and subject to disclosure regulations as mandated by the Commonwealth of Pennsylvania.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

The eligible candidate shall have a minimum ten (10) years of experience in the field of corrections, with a minimum of three (3) years as a correctional manager/administrator. The candidate shall be a successful graduate of the approved PA Correctional Basic Training Academy as mandated and stipulated in PA Title 37 Section 95. The candidate shall have a Bachelor's Degree in Criminal Justice, Social Sciences or related fields, or a High School Diploma with a combination of correctional training and experience directly related to the administration/managing of PA County Correctional Facilities.

*An Equal Employment Opportunity Employer*

#### **COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:**

Leeanne Shank  
Human Resources Assistant  
Room 200, Municipal Bldg  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
[LShank@lebcnty.org](mailto:LShank@lebcnty.org)

#### **NON-COUNTY EMPLOYEES MAY CONTACT:**

CareerLink  
Attn: Ms. Doan Barefield, Program Supervisor  
243 Schneider Drive  
Lebanon, PA 17046  
Ph. 717-274-2554, ext. 138  
[dbarefield@pa.gov](mailto:dbarefield@pa.gov)