

Deputy Institution Superintendent

Written by GBP Staff
Sunday, 24 April 2016 13:42 -



MADISON - The Wisconsin Department of Corrections is recruiting to fill a Deputy Institution Superintendent vacancy at Lincoln Hills School for Boys & Copper Lake School for Girls, located in Irma, Lincoln County.

The Department of Corrections administers Wisconsin's state prisons, community correctional centers, and juvenile corrections programs. It supervises the custody and discipline of all prisoners in order to protect the public and seeks to rehabilitate offenders and reintegrate them into society.

Classification Title: JAC:

Job Working Title:

DEPUTY INSTITUTION SUPERINTENDENT 16-01121

Deputy Institution Superintendent

Type of Employment:

Full Time (40 hrs/week)

Salary:

Starting annual salary is between \$78,863 and \$101,129 and includes a comprehensive state benefits

Contact:

Bob Conner, 608-240-5403 or bob.conner@wisconsin.gov

Bargaining Unit:

Non-Represented

Area of Competition:

Open

Deadline to Apply:

5/1/2016

Application/examination materials completed by Sunday, May 01, 2016 will be included in the review. TH

Exam Information:

50040 - 012 Deputy Institution Superintendent - LHS 2014

Job Duties: Under the general supervision of the Institution Superintendent and utilizing the directives of DOC and the statutes of the State of Wisconsin, this position will help operate, direct, and supervise the total program of Lincoln Hills Boys School/Copper Lake Girls School.

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This position has primary responsibility for all programs including living units, treatment and security programs offered at the schools and will assist in the determination of overall school policies and procedures.

Special Notes:

Applicants must be legally entitled to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, an alien authorized to work in the U.S. without DOC sponsorship) at the time of application.

The Department of Corrections will conduct criminal background checks on applicants prior to selection. Upon hire, all new DOC employees are subject to fingerprinting.

Job Knowledge, Skills and Abilities: Knowledge of Administrative Rules and Regulations relating to youth; juvenile institution management, security and treatments policies, procedures and methods; administrative procedures including budget, program planning, program evaluations and affirmative action; methods utilized in planning, scheduling, assigning and directing the work of a large and varied staff; public relations methods and techniques in order to deal effectively with public agencies, organizations and youth and their families; methods and techniques to organize and integrate security, treatment and administrative activities into a coordinated and effective program; unit management concepts and principles; supervisory techniques and practices; and effective oral, written, and interpersonal communication skills.

How To Apply: [Click here](#) .

CAREER EXECUTIVE APPLICANTS: Submit current resume and cover letter that explains qualifications of the above position. Submit by e-mail attachment to bob.conner@wisconsin.gov by the deadline indicated.

NON-CAREER EXECUTIVE APPLICANTS: Interested applicants will apply on-line in WiscJobs, <http://wisc.jobs/public/index.asp> by either clicking on "Log In" to access their existing

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WiscJobs Account and completing a Job Search for keyword and clicking on "Apply Now" or applicants new to WiscJobs will need to create a new account to complete an initial application then apply on-line. You must take the exam. Limit your response to a maximum of two pages per question

. The answers to the questions will be evaluated and are considered the examination for this position. Attaching your resume to the announcement of interest is recommended. However resumes will Not be used in the examination screening process.

If you have an e-mail address in WiscJobs, you will be sent an email by the system confirming that the exam process has been completed. This information will also appear in your WiscJobs job cart.

Contact if questions: Department of Corrections; Bob Conner; 3099 E. Washington Ave.; PO Box 7925; Madison, WI 53707-7925. E-mail: Bob.Conner@Wisconsin.gov .