

VACANT POSITION
DEPARTMENT: CORRECTIONAL INSTITUTION
OBTAIN APPLICATION: <http://spaldingcounty.com/careers>
SUBMIT APPLICATION, PROOF OF EDUCATION, DD214 (IF APPLICABLE):
employment@spaldingcounty.com or 119 E. Solomon St, HR Office
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Warden (Position #1511)
Salary: Dependent Upon Qualifications
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Monday – Friday, 40 hours per week. Overtime as required.

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Must possess a bachelor's degree in criminal justice (master's degree strongly preferred); must be a P.O.S.T. certified Correctional Officer; must possess or obtain a P.O.S.T. Management Certification; must have at least ten (10) years' experience and/or training that includes progressive management experience in a correctional facility or detention center; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Current or previous experience as a Warden is highly desired. Must possess a valid Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Under minimal supervision, directs operations and activities of the Correctional Institution. Duties include: administering organizational, policy, maintenance, and security functions of institution; coordinating use of inmate labor by other county departments; outsourcing inmate labor details to other public agencies; coordinating purchasing activities; ensuring compliance with applicable federal/state regulations; and overseeing training activities. Reports to the County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and law enforcement equipment, such as a motor vehicle, computer, typewriter, copy machine, facsimile machine, calculator, telephone, firearms, restraining devices, electronic controls, locks/keys, police baton, or radio communications equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds of force frequently. Physical demand requirements are at levels of those for sedentary to active work. Must be able to lift and/or carry weights of forty to sixty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates work activities; organizes and prioritizes projects; reviews work assignments; monitors work schedules to ensure adequate coverage; monitors status of work in progress and inspects completed work; meets and consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies procedures, and special court orders/decisions; ensures adherence to established safety procedures; conducts facility inspections; initiates any actions necessary to correct deviations or violations.

Obtains arrest warrants when applicable. Responsible for administering inmate drug testing.

Consults with the County Manager and/or Deputy County Manager to review department activities, receive advice/direction, provide recommendations, and resolve problems.

Directs administrative operations of the institution; develops, implements, and reviews institution policies, procedures, post orders, plans, and other directives per applicable guidelines; prepares/monitors annual departmental budget; oversees related financial matters; negotiates contracts for provision of food services, telephones, supplies, and other services; develops/and

implements long and short term goals; performs studies necessary to develop plans for future growth and effectiveness of the institution.

Oversees/coordinates institution operations to ensure the safety and security of all inmates and staff members; responsible for overseeing and coordinating the use of inmate labor with various departments (including arrangements for detail assignments, areas where work is to be performed, medical problems, etc.); manages/coordinates activities involving inmate communications, medical/dental care, clothing and personal items, meals, visitation, and transportation; ensures appropriate monitoring, supervision, control, accounting for, and maintenance of discipline among inmates by security staff, in accordance with applicable guidelines; oversees/coordinates disciplinary actions per applicable guidelines.

Oversees the care, custody, safety, and security of inmates while assigned to work details; oversees appropriate assignment of inmates to work details based upon their current charges, sentences, security, and skills.

Directs training activities to ensure proper training of personnel; ensures that correctional officers receive and maintain POST Correctional Officer certification and complete required annual training.

Directs and coordinates Correctional Officer certification of employees in county departments using inmate labor for work details; coordinates in-service training for correctional officers as well as training for other staff engaged in monitoring activities of minimum-security inmates.

Responsible for establishing the "GANG" profiling in the institution (creates files, photographs tattoos, scars, etc.).

Oversees/coordinates building/maintenance activities and provision of food services; conducts facility inspections to ensure proper cleanliness and maintenance.

Coordinates transport of inmates throughout the state.

Coordinates court proceedings in relation to inmates.

Coordinates purchasing and inventory control of department tools, weapons, equipment, uniforms, clothing, and supplies; initiates orders for new or replacement materials.

Prepares or completes various forms, reports, correspondence, budget documents, purchase orders, booking cards, in-service training forms, daily activity logs, clothing logs, work assignments, inmate medical reports, monthly/annual reports, performance appraisals, or other documents.

Receives various forms, reports, correspondence, budget documents, inmate records, orders, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, or other software programs.

Communicates with supervisor, county management, employees, other departments, law enforcement officials, court officials, attorneys, medical professionals, outside agencies, inmates, visitors, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various mandatory meetings; serves on committees as needed; makes speeches or presentations as needed.

Coordinates public relations activities; gives speeches and presentations to schools, civic groups, and community organizations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs other related duties as required.

September 17, 2026
ad1511b