

LANCASTER COUNTY
CORRECTIONS BUSINESS MANAGER

NATURE OF WORK

This is responsible administrative work overseeing and directing the business operations of the Corrections Department.

Work involves responsibility for ensuring the efficient financial management and operational integrity of the Correctional facility. Work includes a diverse array of responsibilities, ranging from budget development and management to overseeing communication channels and ensuring compliance with legal and safety standards. Work also includes administering various Human Resource functions, encompassing the preparation, routing, and record-keeping of critical tasks. This includes managing payroll processing, documenting Family and Medical Leave Act (FMLA) requests, coordinating training and travel logistics, and providing valuable support in contract administration. Work is performed independently with work being reviewed by the Director in the form of written reports, direct reporting and results achieved. Supervision is exercised over employees.

EXAMPLES OF WORK PERFORMED

Oversee, guide and assess designated personnel, encompassing tasks such as establishing workloads, prioritizing assignments, conducting performance assessments, interpreting and enforcing policies and protocols, as well as resolving personnel concerns.

Review and approve public and inmate messages transmitted through the electronic communication system, ensuring compliance with facility regulations and security protocols.

Coordinate accounting payments, conducting audits, generating financial reports, and ensuring accurate payroll processing while effectively communicating with Finance staff.

Review and monitor Workers' Compensation and Family and Medical Leave Act (FMLA) cases, ensuring adherence to legal requirements and facilitating appropriate accommodations for staff as needed.

Develop, prepare, and administer the Corrections department budget to align with organizational goals and objectives.

Collaborate with the Director and leadership team to establish budgetary objectives and priorities.

Coordinate expenditures, monitor financial performance, and initiate budget adjustments as necessary to optimize resource allocation.

Assist in the preparation and delivery of budget presentations to stakeholders, providing comprehensive insights and justifications for proposed allocations.

Serve as a liaison with the public on behalf of the Director and administration team, addressing inquiries, disseminating information, and fostering positive leadership within the community.

Oversee the Department mail and package search procedures, implementing measures to maintain facility security.

Process payments from inmates, verify the legitimacy of senders, and ensure the legal and secure delivery of confidential mail, upholding the safety and integrity of the correctional facility.

Maintain accurate records, conduct audits, and collaborate with relevant stakeholders to mitigate risks and uphold regulatory compliance.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of understanding and interpreting Corrections department policies and procedures, federal and state enforcement policies and procedures, County Personnel Rules and union contracts.

Considerable knowledge in understanding and interpreting organizational policies and protocols within a diverse range of industries or sectors.

Considerable knowledge of federal and state regulatory frameworks beyond corrections, demonstrating adaptability in navigating different regulatory environments.

Considerable knowledge in financial management concepts extending beyond county finance, illustrating adaptability in budgeting and accounting practices across different sectors.

Knowledge of personnel management principles beyond county-specific rules and union contracts, showcasing a broader understanding of HR practices.

Knowledge of management theories and organizational behavior, indicating versatility in applying principles to various contexts.

Knowledge in conducting research using diverse methodologies beyond conventional techniques, showcasing innovation and resourcefulness.

Ability to synthesize and analyze complex data sets to inform decision-making and operational strategies, displaying a capacity for strategic thinking and problem-solving.

Ability to communicate findings and recommendations effectively, demonstrating clarity and persuasiveness in both written and verbal communication.

Ability to foster collaboration and build partnerships across diverse stakeholders and departments, facilitating collective achievement of organizational goals.

Ability to communicate effectively to convey complex ideas to diverse audiences, both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field plus four years of experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

7/24
PS5749