



Board of Corrections Meeting

111 State House Station
Augusta, ME 04333-0111



EXECUTIVE DIRECTOR Board of Corrections OPEN TO ALL

Date Open: December 1, 2011 **Date Closed:** December 16, 2011
Pay Grade 32
\$54, 121 - \$74, 297
Class Code: EA32 - Public Service Executive I

Value of State Paid Dental Insurance: \$13.42 bi-weekly
Value of State Paid Health Insurance

Level 1:	95% State Contribution (employee pays 5%):	\$345.58 biweekly
Level 2:	90% State Contribution (employee pays 10%):	\$327.39 biweekly
Level 3	85% State Contribution (employee pays 15%):	\$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 16.54%

DESCRIPTION: This limited period position will manage all operations of the Board of Corrections, a nine member board with a mandate to unify correctional systems in Maine. As Executive Director, you will formulate policy, oversee budgets, provide strategic analysis for the Board's committees, draft and testify on legislation, prepare reports, and involve all stakeholders in fulfilling its mission.

To be successful in this field, you will need to have knowledge in areas such as:

- correctional policy planning and development
- analysis and synthesis of complex correctional issues, budgets, and management
- structure of correctional operational systems

As well, you must have the ability to:

- articulate complex ideas, both orally and in writing
- develop and maintain effective working relations with the corrections community of stakeholders.
- evaluate and integrate complex correctional issues
- write and manage grants and budgets

QUALIFICATIONS: A Bachelor's degree in Public Policy or related field (advanced degree preferred) and progressively responsible and extensive experience in correctional policy development and administration.

To apply:

Submit a resume and cover letter which addresses the above knowledges and abilities to: Brenda Hernandez, Station #111, Augusta, Maine 04333, e-mail Brenda.j.hernandez@maine.gov, fax 287-4370.

Equal Opportunity/Affirmative Action Employer/MFH