

NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

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| <b>TITLE:</b><br>Administrator, Prison Complex                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>SALARY RANGE:</b><br>\$169,412.25 | <b>POSTING NO.:</b><br>453-25 | <b>ISSUE DATE:</b><br>12/26/2025<br><b>CLOSING DATE:</b><br>1/12/2026 |
| <b>LOCATION:</b><br><b>Northern Region</b> – Adult Diagnostic Treatment Center (ADTC); East Jersey State Prison (EJSP); Edna Mahan Correctional Facility for Women (EMCF); Northern State Prison (NSP)<br><b>Central Region</b> – Garden State Correctional Facility (GSCF); Mid-State Correctional Facility (MSCF); New Jersey State Prison (NJSP)<br><b>Southern Region</b> – Bayside State Prison (BSP); South Woods State Prison (SWSP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |                               | <b>CLASS OF SERVICE:</b><br>Unclassified                              |
| <b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b><br><input checked="" type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions<br><input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions<br><input type="checkbox"/> Interested individuals who meet the stated requirements                                                                                                                                                                                                                                                                                                              |                                      |                               |                                                                       |
| <b>JOB DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                      |                               |                                                                       |
| Under the direction of the Deputy Director, in the Division of Operations, Department of Corrections, directs the programs and staff of a Class 1 level institution, housing over 1,000 inmates, for the care, custody, security and rehabilitation of social offenders; does related work as required.<br><br>A Class 1 institution may be represented by administrative staffing which shall not exceed the numbers and levels as follows: One (1) Administrator, one (1) Associate Administrator, a maximum of four (4) Assistant Superintendents 1, one (1) Business Manager 1, and one (1) Director of Custody Operations 1.                                                                                                                                                                                                                                                                                     |                                      |                               |                                                                       |
| <b>REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                               |                                                                       |
| <b>EDUCATION:</b> Graduation from an accredited college or university with a bachelor's degree supplemented by a Master's degree in Sociology, Psychology, Social Work, Education, Guidance and Counseling, Criminology, or Public Administration.<br><br><b>EXPERIENCE:</b> Six (6) years of professional experience in an institutional setting involving the training and rehabilitating of social offenders, three (3) years of which shall have been in a supervisory capacity.<br><br><b>NOTE:</b> Applicants may substitute any service at the level of Associate Administrator, or permanent service as a Correctional Police Major or Deputy Chief of Investigations, for the three (3) years of supervisory experience.<br><br><b>** SEE ATTACHED FOR ADDITIONAL INFORMATION **</b>                                                                                                                         |                                      |                               |                                                                       |
| <b>BENEFIT(S)*</b><br><small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |                               |                                                                       |
| Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: <ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul> |                                      |                               |                                                                       |
| <b>APPLICATION INSTRUCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                               |                                                                       |
| Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.<br><br>Emailed resumes are to be sent only to: Bonnie.Lutz@doc.nj.gov<br>Forward Response To: Jennifer Caignon, Assistant Commissioner<br>Office of Human Resources<br>Central Office<br>P.O. Box 863<br>Trenton, NJ 08625-0863                                                                                                                                                                                                                                                           |                                      |                               |                                                                       |

DEDICATION

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HONOR

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INTEGRITY

**ADDITIONAL INFORMATION**  
**ADMINISTRATOR, PRISON COMPLEX**

**NOTE:** Where the number of responses far exceed the number needed to fill vacancies, the following shall be utilized in an effort to narrow the candidate pool in a fair and consistent manner, yet keep the prospective candidate pool at a reasonable number:

\*\* Custody supervisors serving in a class code of 23 and above who meet the posted criteria will be interviewed.

\*\* Civilian staff serving in a class code of 26 and above who meet the posted job criteria will be interviewed.

Custody supervisors serving in a class code below 23 and civilian staff serving in a class code below 26 who meet the posted job criteria will be afforded an opportunity for interview if the following criteria are met:

\*\* Staff with a Master's Degree and 2 additional years of supervisory experience (5 years total supervisory experience)

\*\* Staff with a Bachelor's Degree and 3 additional years of supervisory experience (6 years total supervisory experience)

\*\* Staff with an Associate's Degree and 5 additional years of supervisory experience (8 years total supervisory experience)

\*\* Staff with 10 or more years of supervisor experience (10 or more years total supervisor experience)

DEDICATION

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