

DIRECTOR OF SYSTEMS QUALITY MANAGEMENT

Basic Purpose:

Positions in this job provide application maintenance, support, and quality control to the myriad of agency information technology systems functioning across all levels and departments of the agency. Additionally, the Director of SQM will maintain daily functional management of the Evaluation and Analysis group operating in the agency to provide data analysis to executive stakeholders both inside and outside the agency.

Typical Functions:

- Maintains functional awareness of all applications and components used across the agency; ensures proper access control are in place; strives to perfect the quality of data stored and disseminated from these applications
- Maintains a working knowledge of gaps and failure points of applications and data points to ensure mitigation of issues developed from lacking data standards
- Ensures the agency is properly staffed with application support specialists to allow for success in agency mission.
- Remains current in agency mission parameters as it relates to data points and application development and provide support across all department sdo of the agency as needed to meet these mission parameters.
- Provides direction of the agency evaluation and analysis unit to provide data and respond to data request in a timely manner and with the highest possible level of accuracy. Work with internal and external stakeholders to arrive at the final product and to delineate the true and correct question from the outset of query

Knowledge, Skills, and Abilities:

Knowledge of applications, systems, and data storage/transfer methods and of data import, export, mining, sharing, and query. Ability to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and present complex material in a clear and concise manner.

Education and Experience:

Statutorily Required: N/A

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF SYSTEMS QUALITY MANAGEMENT

Minimum Qualifications: Bachelor's degree in social science or computer science, and five (5) years of experience in the corrections data field, including two (2) years in a supervisory capacity; or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree in social science or computer science, and ten (10) years of experience in the corrections data field, including two (2) years in a supervisory capacity; or an equivalent combination of education and experience.