

ADMINISTRATIVE OPERATIONS MANAGER

Basic Purpose:

The position assigned to this job is responsible for providing professional level support to the Director of Administration.

Typical Functions:

- Co-coordinates development of goals in the operation of administrative services consistent with the achievement of the agency's vision and mission, ensuring ongoing continuous improvement.
- Coordinates and manages daily communication and operational oversight responsibilities with managers in the administration division.
- Reviews all serious incidents/issues to ensure that action taken is in accordance with DOC policy and state statute, along with ensuring that corrective actions are taken to avoid and prevent future occurrences.
- Co-coordinates with the Auditing and Compliance Unit and Security and Facility Operations Managers to monitor correctional facility compliance with ACA accreditation and associated processes.
- Reviews all investigations from the Office of Inspector General involving Administration sub-divisions for operational issues, policy and state statute violations before providing a briefing/summary to the Director of Administration.
- Provides support for field operations through review, design and implementation of security, technology, and related equipment through coordination with the Chief of Operations.
- Coordinates and manages special assignments/projects received through Executive Staff.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; of correctional support operations and methods; of laws pertaining to operational support units; of the legislative process; and of the principles of management and supervision. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze, and resolve highly complex and technical information; to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and manage several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATIVE OPERATIONS MANAGER

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of supervisory or managerial experience in corrections or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education.

Preferred Qualifications: Master's degree and five (5) years of supervisory or managerial experience in corrections.