

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **ADMINISTRATOR**

### **Basic Purpose:**

Positions in this job are responsible for directing all operational and administrative activities of an agency work center.

### **Typical Functions:**

- Responsible for the operational and administrative aspects of a work center including, but not limited to, custodial care and/or field supervision of offenders, medical services, classification and security, vocational and treatment programs, food services, building and equipment maintenance, and religious and recreational programs; may also be responsible for coordinating and monitoring additional programs such as halfway houses and program contract providers.
- Responsible for ensuring that the activities of a center are in accordance with department guidelines; inspects operational, administrative, and correctional activities to ensure adherence to policies, procedures, and practices.
- Manages the budget, staff, and resources of assigned centers.
- Ensures that information systems of the assigned centers provide accurate and current data to support management information decisions, as well as ensuring compliance with a variety of reporting and auditing requirements.
- Provides oversight to contract service providers as appropriate; serves on special project committees on various department-related operational activities.
- Serves as a public relations contact for assigned centers as needed/required.

### **Knowledge, Skills, and Abilities:**

Knowledge of the theories, techniques, and trends in rehabilitation of offenders; of community resources for offenders; of the laws, rules and regulations governing offenders; of the ACA/PREA standards of the incarceration and supervision of offenders; of criminal investigative methods and report writing; and, of the principles and practices of management. Ability to plan, direct, and coordinate the activities of others; to communicate effectively both orally and in writing; to establish and maintain effective

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working relationships; to organize and manage several projects simultaneously; and, to analyze complex and security sensitive situations and adopt an appropriate course of action.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Four (4) years of administrative experience in a correctional institution, or closely related work, including two (2) years in a supervisory capacity.

Preferred Qualifications: Bachelor's degree and two (2) years of administrative and supervisory experience in a correctional institution, or closely related work.