

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **AGRI SERVICES OPERATIONS COORDINATOR**

### **Basic Purpose:**

With oversight from the Director of Agri-Services, positions in this job coordinate multiple agricultural operations involving the production and provision of food and agricultural products. Additional responsibilities include the coordination and implementation of new enterprises within the division.

### **Typical Functions:**

- Prepares, implements and executes short, mid, and long-range strategic operation plans to include budgeting & financial management, inmate worker numbers, product enhancements, right-sizing the operations and developing new products and services.
- Responsible for coordination and implementation of new agricultural and food processing enterprises. Responsible for meeting regulatory requirements, developing production schedule, budgeting of enterprise, securing equipment needed, and producing a timeline for implementation.
- Establishes and executes supply-chain and procurement controls and processes to ensure effective and timely receipt of materials for production.
- Establishes and executes an effective and efficient transportation system for the timely delivery of customer products.
- Establishes and maintains inventory controls to assure the right balance between the values of inventory on hand and that necessary to meet production requirements for customer orders.
- Establishes and maintains effective and efficient production methods to maximize production of crops, livestock, and food products.
- Establishes and maintains sound working relationships and cooperative arrangements with ODOC facility staff, customer organizations and vendors.

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**Knowledge, Skills, and Abilities:**

Knowledge and skill in problem solving and quality control policies and procedures, and development of production processes in multiple operations in the agricultural industry; of basic financial report interpretation to include profit and loss statements, inventory control, and development and management of an operations budget. Ability to work with limited supervision and to supervise multiple managers and employees; to accept additional responsibilities and comply with all departmental policies and procedures; to communicate effectively both orally and in writing; and to develop and present detailed project plans and proposals.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's Degree in agriculture economics, animal science production, or a closely related field, and five (5) years of management experience in an agricultural production operation, two years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Preferred Qualifications: Ten (10) years of experience as a manager of a multi-faceted agriculture operation in a correctional environment.