

COMMUNITY SENTENCING SUPERVISOR (REGIONAL ADMINISTRATOR)

Basic Purpose:

Positions in this job are responsible for administering and directing community sentencing systems pursuant to the provisions of the Oklahoma Community Sentencing Act for a defined region.

Typical Functions:

- Establishes goals, standards, and strategies for the implementation, operation, and administration of local community sentencing systems within the region.
- Provides technical assistance as well as administrative and operational guidance for the assigned region including but not limited to: corrections system design, development and monitoring of programs and services, supervision of offenders, planning and budgeting, and offender risk management.
- Coordinates and collaborates with other government entities for services and technical assistance to local sentencing systems.
- Authorizes contracts with local service providers and agencies for services to support community sentencing operations; reviews, analyzes, and allocates funds for plans within authorized budget.
- Provides performance-based evaluations for service providers and monitors local operations to ensure cost effectiveness and efficiency of services and operations; implements information systems to provide for management of community sentencing activities; submits information for annual report for review by legislature and governor.
- Responds to inquiries from legislators, the courts, and the public for information pertaining to the region's local systems, their sentencing practices, and the services for which they contract; monitors and evaluates legislation for impact on division operations.
- Manages the budget, staff, and resources for the assigned area.

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Knowledge, Skills, and Abilities:

Knowledge of theories, practices, and trends in offender rehabilitation; of public, private, and non-profit services available for offenders; of state laws, rules, and regulations governing community sentencing operations; and of the principles and practices of administration and management to include budgeting. Ability to plan, direct, and coordinate the activities of others; 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.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of professional correctional, management, or public administration experience.

Preferred Qualifications: Education and experience equivalent to or greater than listed above which includes two (2) years of supervisory experience.