

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF ADMINISTRATION

Basic Purpose:

The position assigned to this job performs advanced administrative work in directing the activities of the division, serves as special advisor to the director, and may serve as head of the department in the absence of the director.

Typical Functions:

- Provides executive direction for department-wide administrative services to support the department's operational activities; ensures that each of the administrative function's policies and procedures are current, and aligned to meet the needs of the department's operations; responsible for the development, review, and implementation of policies and procedures for reporting units.
- Advises the director on matters pertaining to current and pending legislation, and court cases affecting the department.
- Participates as a member of executive staff in the development of agency policy, procedures, and regulations; plans, directs, and coordinates the activities of the division and evaluates activities in terms of productivity, goal achievement, and quality of performance; and recommends corrective actions to the director as needed.
- Conducts individual and group meetings with administrative division heads and their staff to identify and find solutions for administrative cooperation and coordination between departmental subdivisions; participates in staff meetings with department managers to discuss operational problems, needs, conditions, new programs or procedures, priorities, or other matters.
- May serve as personal representative for the director at meetings, conferences, and public appearances; may serve as the director in the director's absence.
- Oversees budgets and personnel activities of assigned units; observes unit operations and assures proper policy implementation and maintenance of standards through periodic reports, administrative reviews, and on-site visits.
- Performs related work as required.

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Knowledge, Skills, and Abilities:

Knowledge of administrative principles; of budget development; of supervisory methods; of organizational and fiscal management; and of current correctional issues. Skill in developing policies; interpreting state and federal laws as they apply to correctional issues; in analyzing complex problems and developing effective courses of action; in communicating administrative goals effectively, both orally and in writing; and in handling several projects simultaneously.

Education and Experience:

Statutorily Required: Title 57, O.S. § 508, master's degree from an accredited college or university and four (4) years of professional level work experience in corrections or administration, or a bachelor's degree and five (5) years of professional level work experience in corrections or administration.

Minimum Qualifications: See statutory requirements.

Special Requirements:

Possession of a valid Oklahoma driver license at the time of appointment and a willingness to travel extensively throughout the state.