

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF OKLAHOMA CORRECTIONAL INDUSTRIES

Basic Purpose:

Positions in this job are responsible for providing overall leadership and direction to the Oklahoma Correctional Industries (OCI) operation including manufacturing plants, private partnerships, service centers and administrative offices.

Typical Functions:

- Develops and implements the strategic planning process for all aspects of the business affecting procurement, inventory, manufacturing, quality control, engineering, transportation, sales and marketing, private partnerships, customer service and financial management for the organization.
- Directs the operation of manufacturing plants, private partnerships, service centers, and associated administrative, technical, accounting and sales/marketing functions.
- Defines and implements the strategic marketing and operational plan to ensure growth of the organization; ensures growth of the organization through performance development of direct reports; ensures the organization maintains continuous improvement programs, explores creative ideas for improving quality as well as mentoring employees; develops and implements strategies and plans to establish new industries.
- Responsible for the manufacturing, systems integration, and supply chain management of all OCI operations; approves the design, prototyping and piloting of all new and/or improved products.
- Develops and implements operating policies and processes for the OCI organization; manages the budget, staff, and resources for the assigned area(s).
- Promotes and coordinates organizational objectives with other state and government agencies, departmental staff, and other external stakeholders; responds to legislative, media and public information requests concerning the OCI organization and program.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; of cross functional knowledge in manufacturing, sales, marketing, finance, and customer service; of customer expectations and quality control policies and procedures; of demand and

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production planning processes at the plant and multiple plant levels; of the methods and procedures involved in operating service operations and industrial manufacturing programs. Skill in applying modern management techniques. Ability to communicate effectively both orally and in writing; to manage employees, to maintain effective working relationships; and to organize and direct geographically dispersed manufacturing and service operations.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in business administration, management, mechanical engineering or closely related field, and seven (7) years of progressively responsible experience in operations/plant management.

Preferred Qualifications: Master's degree in one of the fields listed above and ten (10) years of progressively responsible experience in operations/plant management.