

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF PROGRAMS

Basic Purpose:

Positions in this job are responsible for the direction, coordination, and management of all phases of a diverse, multi-functional program for the department which may include volunteer services, religious services, educational services, re-entry services, substance abuse treatment, and grants administration.

Typical Functions:

- Ensures that the policies and procedures for the assigned areas are current and aligned to meet the needs of the department's operations; participates in top level management meetings involving the formulation and implementation of programs and policies.
- Responsible for executive direction of the budgets for the assigned units; manages assigned staff and resources.
- Produces management information and reports; responds to requests for information from executive staff, legislative staff and other stakeholders; facilitates informed and appropriate management decisions. Provides support to the Director of Population, Programs and Strategic Planning to include reports and special projects.
- Responsible for supervision of the Administrator of Intervention and Reentry Services, Correctional School Superintendent, Grants Manager, Agency Chaplain and Volunteer Coordinator, and unit functions. Manages the budget, staff and resources for the assigned areas.
- Evaluates state, federal and foundation grant opportunities. Monitors relevant funding sources for division programs and services.
- Responds to requests from executive staff, legislative staff and other stakeholders.

Knowledge, Skills, and Abilities:

Knowledge of processes and principles of management and administration; of gathering and analyzing data; planning, composing and editing of department policies and procedures; of principles and practices of administration and management; of state and federal laws, rules, and regulations affecting the assigned areas; of the application of

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such laws, rules, and regulations at a public or governmental agency; of the legislative process; of business communications. Knowledge of, and skill in the use of, appropriate information technology. Ability to research and analyze complex information and formulate operational and lawful practices, policies, and procedures related to assigned areas; to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to influence others; to plan, organize, and direct multiple projects simultaneously; to handle confidential work and the application of best practice standards related to correctional programming and staff services.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and six (6) years professional progressive experience, two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications: Master's degree and experience equivalent to or greater than that listed above.