

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**PROGRAM ASSISTANT**

**Basic Purpose:**

Positions in this job are assigned responsibilities involving professional level work in managing, coordinating or directing a major phase of a comprehensive or specialized operating program, providing staff services in various management areas, direction of a major operating division, program, unit, or functional area, or similar responsibilities.

**Typical Functions:**

- Plans, organizes and/or directs a component of an institutional program to accomplish a basic goal or mission of the agency.
- Provides direct delivery of program services to inmates ensuring continuity of these services within an institutional based program.
- Prepares administrative, statistical and/or fiscal documents pertaining to departmental activity.
- Provides supervision or direction to assigned staff in planning, promoting, and implementing programs in accordance with agency policies and goals.
- Advises on future resource requirements, priorities for programs and activities; estimates timetables for accomplishing assigned activities; develops policies, rules, and regulations consistent with state and federal laws pertaining to the administration of programs.

**Knowledge, Skills, and Abilities:**

Knowledge of the methods of organization and management; of public administration; of agency policies and procedures; of grant or contract program requirements; of the legislative process; of basic research and statistical techniques; and, of federal and state laws and regulations relating to administration of assigned programs. Ability to establish and maintain effective working relationships with others; to communicate effectively, both orally and in writing; to establish and develop training programs; to exercise good judgment in analyzing situations and making decisions; and, to organize and present facts and opinions.

**Education and Experience:**

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Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and one year of professional or technical administrative\* experience in business, public administration, or related field; or, an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education.

\*Technical administrative experience would include highly complex clerical work gained under the direct supervision of a professional supervisor or manager.

Preferred Qualifications: Bachelor's degree in psychology, social work, sociology, counseling, or closely related field and one year of experience with cognitive behavioral modification programs or correctional treatment programs.