

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **PROGRAM MANAGER**

### **Basic Purpose:**

Positions in this job are responsible for planning, developing and coordinating the delivery of programmatic services by agency staff and contract providers to offenders located at multiple facilities.

### **Typical Functions:**

- Responsible for planning, developing and directing offender programs within multiple correctional institutions, community correctional centers, community work centers or probation and parole districts. Interprets and implements rules, regulations and laws governing the operation of a specialized offender program.
- Responsible for the development and maintenance of outcome measures of program evaluation.
- Develops goals, activities, curriculum and procedures for specialized offender programs.
- Plans, develops and conducts training, seminars, meetings or presentations to the public, volunteers and staff.
- Cultivates partnerships with public, private and volunteer entities to expand programmatic offerings and maximize existing resources.
- Develops, implements and interprets policy and procedure related to specialized offender programs.
- Manages the budget, staff and resources for the assigned area.

### **Knowledge, Skills, and Abilities:**

Ability to plan, direct and coordinate activities of others; to interpret, analyze and resolve technical information; to communicate effectively, both orally and in writing; in establishing and maintaining effective working relationships with departmental employees. Knowledge of program development and monitoring techniques; of large and small group techniques; and of data collection.

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**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelors degree and three years of professional experience in corrections, social services or ministry; or an equivalent combination of education and experience.

Preferred Qualifications: Experience with cognitive behavior modification programs, or correctional treatment programs, including one year of supervisory experience.