

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **PROJECT COORDINATOR**

### **Basic Purpose:**

Positions in this job are assigned responsibilities involving the independent direction or management of a project or function of moderate size or scope for the department.

### **Typical Functions:**

- Plans, organizes, and/or directs a department program or function of moderate size and scope, which involves program development, coordination, and implementation.
- Plans, directs, and coordinates related work activities and work flow among project staff, vendors and affected department units.
- Provides training and assistance to users on various types of software and hardware.
- Serves as a liaison to internal and external stakeholders to analyze information request and requirements, determine information availability and production capabilities, and provide department data and information in response to their requests.
- Interprets and advises department personnel and contractors where appropriate on departmental rules, regulations, and laws governing the operation of the assigned project; coordinates activities of the project with key stakeholders.
- Manages, monitors, and evaluates project operations and services; prepares complex documentation pertaining to the department project; prepares management information reports.
- Determines resource requirements and priorities for assigned project(s); establishes timetables for accomplishing project initiatives; develops, evaluates, and implements business processes and operational procedures consistent with state and federal laws pertaining to the administration of assigned project(s).
- Provides assistance and direction to professional level staff in implementing programs in accordance with department policies and goals; provides training and guidance to department managers and employees for the assigned project(s).

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**Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of business processes or public administration; of federal and state laws and regulations relating to the administration of assigned projects. Knowledge of and skill in appropriate information technology. Ability to coordinate activities and resources; to plan, organize, and manage multiple projects simultaneously; to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to exercise good judgment in analyzing situations and making decisions; to plan, direct, and review the work of others; and to coordinate the work of organizational units.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of corrections experience or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree in computer science, business management, or closely related field and five (5) years of professional corrections experience, two (2) years of which was in a supervisory position.