

Oklahoma Department of Corrections
Unclassified Job Descriptor

TRAINING MANAGER

Basic Purpose:

Positions in this job are responsible for managing department-wide training, certification training programs, and various types of specialized training programs.

Typical Functions:

- Responsible for assessing training and development needs for the department
- Assists with the design and development of training curricula to ensure compliance with applicable laws.
- Manages staff and resources for assigned areas.
- Provides training and instruction for specialized courses, i.e. correctional academies, upper-management, and emergency preparedness.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of employee training and development; of the principles and practices of administration and management; of conducting classroom training, workshops, and seminars; to communicate effectively both orally and in writing; to prepare lessons plans.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in a correctional field or adult education, one (1) year of which was in a supervisor or administrative capacity.

Special Requirements:

In order to perform necessary travel, applicants must possess a valid driver's license at the time of appointment and retain a valid driver's license while assigned to this job classification.