

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **WARDEN**

### **Basic Purpose:**

Positions in this job are responsible for directing all operational and administrative activities of the Oklahoma State Penitentiary.

### **Typical Functions:**

- Responsible for the overall operational and administrative functions of a maximum security correctional facility which includes leadership of all staff, security and custodial care, classification, food service, health and mental health services, physical plant maintenance and construction, inmate programmatic activities, religious activities, education, laundry, mail, canteen, correctional industries, and Agri-service jobs.
- Maintains a high security environment for inmates with complex sentences where most who have compiled serious records of institutional misconduct which indicate they require rigorous security measures and doing so with rehabilitation and safe movement to lower security as an overarching goal.
- Formulates policies, procedures, and standards within the facility and ensures facility compliance; participates and coordinates in the development, implementation and application of department policies and procedures to ensure compliance with statutory and applicable regulatory agencies; responsible for interpretation and application of laws, rules and regulations pertaining to operation of a correctional facility.
- Maintains awareness of national standards and possible changes as related to maintenance of inmates sentenced to death, and awareness of pending legislation, litigation and/or court cases related to the operations associated with the death sentence.
- Provides facility operational oversight to ensure all security, administrative, and programmatic functions are being carried out effectively, efficiently, and in accordance with department guidelines through administrative reviews, onsite visits, and compliance with accreditation standards of the American Correctional Association.
- Provides facility oversight for compliance with the Department of Justice Prison Rape Elimination Act.

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- Manages the budget, staff, and physical resources for the assigned facility; monitors required training of staff and establishes strategies for continued staff development.
- Provides oversight to contract service providers as appropriate; serves on special project committees regarding a variety of department related operations.
- Cultivates a staff work environment, which values collaboration, teamwork and diversity; manages and resolves conflicts in a constructive manner; participates and provides oversight of employee discipline recommendations and actions.
- Serves as a public relations contact for the facility as needed/required; demonstrates high personal and professional standards and ethics aligning with the agencies moral turpitude maintaining a high degree of professional responsibility.
- Monitors and oversees established staffing and hiring goals and interprets policy and procedures in accordance with human resource policy and procedures; holds staff accountable to policies, procedures, state statutes and laws.

**Knowledge, Skills, and Abilities:**

Knowledge of planning, organizing and directing activities of a correctional institution; of theory, techniques and trends in correctional administration, of the principles and practices of administration and management; of public relations methods; and laws concerning incarceration of felons. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others and the operations of a correctional facility; to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and manage several projects simultaneously; and to analyze complex and security sensitive situations and adopt an appropriate course of action.

**Education and Experience:**

Minimum Qualifications: Bachelor's degree from an accredited college or university and six (6) years of professional level work experience in corrections or an equivalent combination of education and experience.