

Oklahoma Department of Corrections
Unclassified Job Descriptor

SPECIAL PROJECTS DIRECTOR

Basic Purpose:

Positions in this job provide services to the Director and the Chief of Operations to manage agency level projects from conceptualization through procurement and completed implementation. These projects are usually agency transforming and require navigation and management across all levels and departments of the agency.

Typical Functions:

- Manages projects as assigned ensuring the vision and direction of executive leadership is maintained through the daily control of project steps and components.
- Identifies, verifies, and controls budget in place to maintain positive status throughout the life of the project.
- Defines and communicates resources of each project to executive staff to ensuring proper appropriation, utilization, and management.
- Maintains daily accountability of all projects underway and communicates project status as needed.
- Prepares reports for the Board of Corrections and other boards, committees, and groups as identified by the agency director.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; of correctional operations and methods; of laws pertaining to correctional operations, of the legislative process; of the principles of management and supervision. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze and resolve highly complex and technical information; 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 situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Master's degree in psychology, sociology, social work, criminology, education, criminal justice administration, penology, or policy science and ten (10) years of experience in correctional or security work for a government agency or private corrections agency, including five (5) which must have been in a supervisory capacity in a correctional institution; or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree in psychology, sociology, social work, criminology, education, criminal justice administration, penology, or policy science and fifteen (15) years of experience in correctional or security work for a government agency or private corrections agency, including five (5) which must have been in a supervisory capacity in a correctional institution; or an equivalent combination of education and experience.