

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **ADMINISTRATIVE MANAGER**

### **Basic Purpose:**

Positions in this job are assigned responsibilities involving the independent direction or management of a program or function of moderate size or scope for the department. These positions supervise professional level staff and perform professional level work.

### **Typical Functions:**

- Plans, organizes, and/or directs a department program or function of moderate size and scope which involves program development, coordination, and implementation
- Interprets and advises department personnel and the general public on departmental rules, regulations, and laws governing the operation of the assigned program; coordinates activities of the program with federal, state, or local jurisdictions.
- Manages, monitors, and evaluates program operations and services; prepares administrative and fiscal documents pertaining to the department program or activity; prepares management information reports.
- Determines resource requirements and priorities for assigned program(s); establishes timetables for accomplishing program initiatives; develops, evaluates, and implements policies, rules, and regulations consistent with state and federal laws pertaining to the administration of assigned program(s); develops contract or grant proposals.
- Provides supervision 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 program(s).

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

Knowledge of principles and practices of business or public administration; of statistical and research techniques; of federal and state laws and regulations relating to administration of assigned programs; of supervisory principles and practices. Ability 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.

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**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of professional experience or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and four (4) years of professional experience, one (1) year of which was in a supervisory position.