

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF CLASSIFICATION
(Administrator I)

Basic Purpose:

Positions in this job are responsible for planning, directing and coordinating the inmate reception process, and the classification and movement of all inmates in the custody of the department.

Typical Functions:

- Responsible for analyzing, developing, and administering the department's classification system and the assessment and reception process.
- Responsible for agency inmate population management, to include proper security, facility, and program assignment.
- Directs and manages the statewide inmate transportation system.
- Develops, implements, and interprets related policy and procedure.
- Monitors and analyzes daily inmate count, population projections, and classification trends.
- Manages the budget, staff, and resources for the assigned area(s).

Knowledge, Skills, and Abilities:

Ability to plan, direct and coordinate activities of others; to interpret, analyze and resolve highly complex technical information; to communicate effectively, both orally and in writing; in establishing and maintaining effective working relationships with others; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Knowledge of, and skill in, the use and application of appropriate information technology.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in related field and four (4) years of professional correctional experience including two (2) years in a supervisory capacity.

Preferred Qualifications: N/A