

## **ADMINISTRATOR OF COMMUNITY SENTENCING**

### **Basic Purpose:**

Position in this job carry out the directives of the division and coordinate the activities of the local administrators to ensure delivery of services and continuity of operations of Community Sentencing pursuant to the provisions of the Oklahoma Community Sentencing Act.

### **Typical Functions:**

- Coordinates the activities of the division's local administrators and provides oversight of Community Sentencing operations; implements the directives and priorities of the division; assists in the formulation of the division's policy, procedures and standards; annually reviews and updates local procedures and administrative rules; coordinates the collection of statistical information and data necessary to make decisions on budgets, staffing, legislation, and operations and to produce the annual report.
- Provides technical assistance as well as administrative and operational guidance for Community Sentencing, including but not limited to: corrections system design; development and monitoring of programs and services; supervision of offenders; planning and budgeting; and offender risk management. Collaborates with other government entities for services and technical assistance to local sentencing systems.
- Responds to inquiries from legislators, the courts, other stakeholders, and the public for information pertaining to the division's local systems, their sentencing practices, and the services for which they contract.
- Monitors and evaluates legislation for impact on Community Sentencing operations.
- Develops informational materials to promote the division. Participates in, prepares and delivers topical presentations, and attends training and meetings on state and national levels; remains abreast of trends and best practices for corrections; advises the Associate Director in matters concerning proposals for new legislation and strategic planning.
- Manages the budget, staff, and resources for Community Sentencing.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**ADMINISTRATOR OF COMMUNITY SENTENCING**

**Knowledge, Skills, and Abilities:**

Knowledge of theories, practices, and trends in offender rehabilitation; of public, private, and non-profit services available for offenders; of state laws, rules, and regulations governing Community Sentencing operations; and of the principles and practices of administration and management to include budgeting. Ability to plan, direct, and coordinate the activities of others; 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

Minimum Qualifications: Bachelor's degree and five (5) years of professional correctional, management, or public administration experience.

Preferred Qualifications: Education and experience equivalent to or greater than listed above which includes two (2) years of supervisory experience.