

## **ADMINISTRATOR OF FIELD OPERATIONS**

### **Basic Purpose:**

Positions in this job are responsible for providing professional level support to the Associate Director of Field Operations.

### **Typical Functions:**

- Conceptualizes, plans, develops, implements and administers the office operations of the Associate Director of Field Operations.
- Co-coordinates development of goals in the operation of public and private correctional facilities consistent with the achievement of the department's vision and mission, ensuring ongoing continuous improvement.
- Coordinates and manages daily communication and operational oversight responsibilities with managers in the divisions of institutions, community corrections and field support.
- Coordinates and manages the functions of the security operations managers in their monitoring of inspection/compliance of correctional facility and field support operations at the Associate Director level.
- Reviews all serious incidents to ensure that action taken is in compliance with DOC policy and state statute, along with ensuring that corrective actions are taken to avoid and prevent future occurrences.
- Co-coordinates with the Auditing and Compliance Unit and Field Operations Managers to ensure the annual review of all agency policies and procedures, along with monitoring correctional facility compliance with ACA accreditation and the associated process.
- Reviews all investigations from the Office of the Inspector General involving Field Operations sub-divisions and field units, for operational issues, policy and state statute violations, before providing a briefing/summary to the Associate Director.
- Co-coordinates the review, design and implementation of security, technology and related equipment for the Field Operations Division, through coordination with Field Operations Managers and the Administrative Operations Division.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**ADMINISTRATOR OF FIELD OPERATIONS**

- Coordinates and manages special assignments/projects received through Executive Staff.

**Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of administration; of correctional support operations and methods; of laws pertaining to operational support units; of the legislative process; and of the principles of management and supervision. Knowledge of, and skill in, the use and application of appropriate information technology. 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

Minimum Qualifications: Bachelor's degree and five (5) years of supervisory or managerial experience in corrections.

Preferred Qualifications: Master's degree and five (5) years of supervisory or managerial experience in corrections.