

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF GENERAL SERVICES

Basic Purpose:

Positions in this job are responsible for developing and administering the overall procurement and records disposition programs for the department, the maintenance program for the administration buildings and surrounding grounds, and the mail and documents services for the administration building.

Typical Functions:

- Responsible for planning, developing, and administering assigned phases of a comprehensive procurement program which includes developing specifications, awarding contracts, monitoring contracts, and vendor relations.
- Responsible for the interpretation and application of laws, rules, and regulations pertaining to procurement programs; monitors proposed and enacted changes in laws, rules, and regulations.
- Develops, implements, and applies procurement policies and procedures. Ensures the development and use of appropriate management information reports.
- Investigates and resolves vendor protests/complaints; confers with department managers, legal counsel, and others in determining appropriate department actions or responses.
- Interacts with the Office of Management and Enterprise Services, Division of Capital Assets Management (Central Purchasing Division) and other government agencies, internal officials, vendors and the public to obtain products and services for the department.
- Ensures building maintenance and preventative maintenance programs are in place and conducted in accordance to best practices, appropriate codes, recommendations and manufacturer recommendations.
- Ensures economical and efficient methods of production in the administration building's document services unit, as well as proper handling and delivery of USPS, certified, and inter-agency mail.
- Manages the budget, staff, and resources for the assigned area(s).

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of procurement management; of federal and state laws, rules, and regulations and their application to procurement management. 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 conduct 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 three (3) years of professional procurement experience; or an equivalent combination of education and experience, substituting one year of professional procurement experience each year of the required education.