

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF INTERVENTION AND REENTRY SERVICES

Basic Purpose:

Positions in this job are responsible for planning, developing and administering statewide offender-related programs and reentry services for the department.

Typical Functions:

- Utilizes statistical studies for planning, altering and improving existing programs and services to fit agency needs.
- Develops, monitors and analyzes statistical and informational reports, responds to information requests; communicates and corresponds with persons seeking information relevant to correctional programs and reentry services.
- Develops grant applications; implements and collects data on funded programmatic grants.
- Participates in, presents, and attends trainings, conferences and meetings on local, state, and national levels; continuously seeks criminal justice research information related to best-practice trends of offender programming and reentry.
- Serves as the department's liaison to other agencies and entities for programmatic and reentry related issues and services.
- Develops and manages the budget, staff and resources for the assigned areas.

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 department employees and managers, and others; to organize and conduct several projects; 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.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in a social or behavioral science and four (4) years of professional correctional experience including two (2) years of supervisory experience, or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree and five (5) years' experience in inmate related programming and criminal justice administration, with three (3) years' experience in a supervisory capacity.