

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF PRIVATE PRISONS
(Administrator II)

Basic Purpose:

Positions in this job are responsible for the administration of the department's private prison unit to include all phases and processes associated with contract development, proposal, implementation, and monitoring to ensure appropriate and statutorily required private prison contract services are being provided.

Typical Functions:

- Responsible for contract development, implementation, ongoing administration and statutorily required monitoring of contracts for adult-secure private prison bed space; responsible for regulatory oversight of private prisons in Oklahoma that are not under contract to the Oklahoma Department of Corrections.
- Responsible for contract monitoring services to ensure that contractors provide quality services in accordance with the contract, current laws, rules, department policies and procedures, and American Correctional Association (ACA) standards.
- Develops, implements, and administers department policy and procedure related to private prison contracts and requirements; coordinates the private prison unit activities with other department functions and operations.
- Leads and directs staff in conducting reviews of the contract entity, to document compliance and non-compliance, assess performance, to identify areas that are in need of improvement and to take appropriate action.
- Manages the budget, staff, and resources for the assigned area(s).
- Serves as the department's primary contract enforcement officer for private prison issues; ensures that department concerns related to private prison emergency preparedness and response are resolved and managed with private prison vendors; provides public relations services for the department with regard to private prison contract administration and monitoring.

Knowledge, Skills, and Abilities:

Knowledge of agency polices and procedures; of state and federal laws related to public agency privatization issues; of the principles and practices of administration and management. Knowledge of, and skill in, the use and application of appropriate information technology. The ability to plan, direct and coordinate the activities of others;

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF PRIVATE PRISONS

(Administrator II)

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 five (5) years of professional experience in a correctional operations and/or administrative capacity that includes supervisory or management responsibilities.

Preferred Qualifications: Master's Degree and experience equivalent to or greater than listed above.