

## **ADMINISTRATOR OF PROBATION AND PAROLE**

### **Basic Purpose:**

Positions in this job carry out the directives of the division and coordinate the activities of the senior staff to ensure delivery of services and continuity of operations of probation and parole services.

### **Typical Functions:**

- Coordinates the activities of the division's probation and parole services and provides oversight of the districts' operations; implements the directives and priorities of the division as determined by the Deputy Director; assists in the formulation of the division's policy, procedures and standards; and coordinates the collection of statistical information and data necessary for the Deputy Director to make decisions on budgets, staffing, legislation, and operations, and produce the annual report.
- Develops informational material to promote the division and respond to requests from executive staff, the legislature, and other stakeholders; communicates and corresponds with persons seeking information relevant to the operations of the division.
- Serves in a secondary accountability capacity to the Deputy Director for the division; provides support to the Deputy Director to include providing updates on situations affecting the division and serving as the Deputy Director in his/her absence.
- Participates in, presents, and attends training and meetings on state and national levels; stays current on the trends and best practices for corrections; and advises the deputy director in matters concerning proposals for new legislation and strategic planning.

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of supervision; of contract negotiations, dispute resolution, budget preparation, and data interpretation; of the legislative process; and of the theories and practices relevant to offender incarceration and supervision. Skill in resolving problems and complaints. Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships; and to organize and manage multiple projects simultaneously.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**ADMINISTRATOR OF PROBATION AND PAROLE**

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree including at least 24 hours in any combination of psychology, sociology, social work, criminology, education, criminal justice administration, penology, or police science (as required for Probation and Parole Officers in Title 57 O.S. 515) and five (5) years of professional management experience in corrections; must be eligible to complete CLEET peace officer certification.

Preferred Qualifications: Master's degree and experience equivalent to or greater than listed above, and CLEET peace officer certified.