

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF PROGRAMS

Basic Purpose:

Positions in this job are responsible for oversight of offender, staff and victim programs and services and provide managerial assistance to the Deputy Director of Employee Development and Offender Services.

Typical Functions:

- Responsible for supervision of the Administrator of Intervention and Reentry Services, Victim Services Coordinator, the Division's Human Resources staff, and unit functions. Manages the budget, staff and resources for the assigned areas.
- Evaluates state, federal and foundation grant opportunities. Monitors relevant funding sources for Division programs and services.
- Develops, monitors and analyzes management information reports. Provides support to the Deputy Director to include strategic planning, policy review, reports and special projects.
- Develops and interprets policy and procedure related to Division duties and functions.
- Responds to requests from executive staff, legislative staff and other stakeholders.

Knowledge, Skills, and Abilities:

Knowledge of gathering and analyzing data; planning, composing and editing of department policies and procedures; principles and practices of administration and management. Knowledge of and skill in the use of appropriate information technology. Ability to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; to handle confidential work and the application of best practice standards related to correctional programming and staff services.

Education and Experience:

Statutorily Required: N/A

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF PROGRAMS

Minimum Qualifications: Bachelor's degree in related field and four (4) years professional correctional experience including two (2) years of supervisory experience.

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