

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF TRAINING
(Administrator II)

Basic Purpose:

Positions in this job are responsible for administering a comprehensive staff development and training program for the department.

Typical Functions:

- Responsible for the operations of the department's training academies and the delivery of pre-service and specialized training for targeted groups of employees and for the design and delivery of training curriculum which complies with applicable laws, rules and regulations, and procedures and promotes staff professionalism and development.
- Evaluates and assesses the department's training needs, and develops, implements, and administers policies, procedures, and standards for the department's training activities.
- Ensures that recent legal developments, job task analysis results, and current developments in correctional training and methodology are incorporated into the department's training programs.
- Manages the budget, staff, and resources for the assigned area(s).

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of employee training and development; of training needs assessment; of evaluation of training programs; of problem-solving and conflict resolution; of the principles and practices of administration and management; of applicable federal and state laws and administrative rules and regulations and their application within the training context. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, coordinate, motivate, and evaluate 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.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of experience in employee training and development, human resource management/development, adult education or closely related field, two (2) years of which were in a supervisory or administrative capacity.

Preferred Qualifications: Master's degree and five (5) years of supervisory or administrative experience in employee training and development, human resource management/development, adult education or closely related field.