

ASSISTANT DISTRICT SUPERVISOR

Basic Purpose:

Positions in this job are responsible for assisting the District Supervisor in directing all operational and administrative activities of a district.

Typical Functions:

- Assists the District Supervisor in directing the operational and administrative functions of an assigned geographical district which may include community corrections; responsibilities may include custodial care and/or field supervision of offenders, medical services, classification and security, vocational and treatment programs, food services, building and equipment maintenance, religious and recreational programs; may also be responsible for coordinating and monitoring additional programs such as halfway houses and program contract providers.
- Conducts staff meetings concerning policies, methods, and procedures of operating units; determines workflow, lines of supervision, assignment of duties; responsible for the immediate supervision of assigned staff.
- Secondary responsibility for the administrative and operational activities of a district in accordance with department guidelines; inspects operational, administrative, and correctional activities to ensure adherence to policies, procedures, and practices.
- Assists the District Supervisor in managing the budget, staff, and resources for the assigned district; serves as a public relations contact for the district as needed/required; act in the capacity of the District Supervisor when needed.
- Ensures that information systems in the assigned areas provide accurate and current data to support management information decisions for the district, as well as ensuring compliance with a variety of reporting and auditing requirements.

Knowledge, Skills, and Abilities:

Knowledge of the theories, techniques and trends in rehabilitation of inmates, probationers and parolees; of community resources for offenders; of the laws, rules and regulations governing inmates, probationers and parolees; of the ACA standards of the incarceration and supervision of inmates, probationers and parolees; of criminal investigative methods and report writing; and of the principles and practices of management. Knowledge of, and skill in, the use and application of appropriate

Oklahoma Department of Corrections
Unclassified Job Descriptor

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information technology. Ability to plan, direct, and coordinate the operations of a correctional facility and of probation and parole; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously; and to analyze complex and security sensitive situations and adopt an appropriate course of action.

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 three (3) years of experience in probation/parole and community sentencing, institutional administration or related correctional experience, one (1) year of which must have been in a supervisory capacity; 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.