

Oklahoma Department of Corrections
Unclassified Job Descriptor

ASSOCIATE DIRECTOR

Basic Purpose:

Positions in this job perform advanced administrative work in directing the activities of an administrative or operations division; serve as special advisor to the director; and serve as head of the department in the absence of the director.

Typical Functions:

- Coordinates and directs the activities of a division comprised of several correctional institutions or administrative units; reviews and evaluates procedural changes recommended by institutional or unit heads; and prepares reports and recommends changes to the director.
- Advises the director on matters pertaining to policy and procedure formulation; current and pending legislation affecting the department; and court cases affecting the department.
- Formulates policies, procedures, and standards for all units within a division; coordinates activities within a division, and with other associate director and division managers; and advises the director of general program activities.
- Participates as a member of executive staff in the development of agency policy, procedures, and regulations; plans, directs, and coordinates the activities of a division and evaluates activities in terms of productivity, goal achievement, and quality of performance, and recommends corrective actions to the director as needed; conducts individual and group meetings with administrative division heads and their staff to identify and find solutions for administrative cooperation and coordination between departmental subdivisions and participates in staff meetings with department managers to discuss operational problems, needs, conditions, new programs or procedures, priorities, or other matters.
- May serve as personal representative for the director at meetings, conferences, and public appearances; serves as the director in the director's absence.
- Oversees budgets and personnel activities of assigned units, observes unit operations and assures proper policy implementation and maintenance of standards through periodic reports, administrative reviews, and on-site visits.
- Performs related work as required.

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Knowledge, Skills, and Abilities:

Knowledge of administrative principles; of budget development; of supervisory methods; of organizational and fiscal management; and of current correctional issues. Skill in developing policies; interpreting state and federal laws as they apply to correctional issues; in analyzing complex problems and developing effective courses of action; in communicating administrative goals effectively, both orally and in writing; and in handling several projects simultaneously.

Education and Experience:

Statutorily Required: Title 57, O.S. § 506, master's degree from an accredited college or university and five (5) years of professional level work experience in corrections, or a bachelor's degree and six (6) years of professional level work experience in corrections.

Minimum Qualifications: See statutory requirements.

Special Requirements:

Possession of a valid Oklahoma driver license at the time of appointment and a willingness to travel extensively throughout the state.