

Oklahoma Department of Corrections
Unclassified Job Descriptor

CANINE PROGRAM MANAGER

Basic Purpose:

Positions in this job are responsible for the direction, coordination and management of the department's canine program.

Typical Functions:

- Interprets and advises department personnel and the general public on departmental rules, regulations, and laws governing the operation of the canine program; coordinates activities of the program with federal, state, or local jurisdictions.
- Manages, monitors, and evaluates program operations and services; prepares administrative and fiscal documents pertaining to the canine program; prepares management information reports.
- Determines resource requirements and priorities for the canine program; establishes timetables for accomplishing program initiatives; develops, evaluates, and implements policies, rules, and regulations consistent with state and federal laws pertaining to the administration of the canine program; develops contract or grant proposals.
- Directs, administers, and coordinates the activities of canine officers; responsible for initial selection and ongoing evaluation of canine handlers; provides training for the handlers to ensure they meet or exceed the state required certification.
- Plans and directs all training of the department's canines, to include the certification and recertification process; develops and manages a canine breeding program for the department.
- Maintains certifications with the Drug Enforcement Administration and Oklahoma Bureau of Narcotics and Dangerous Drugs to legally possess narcotics for training purposes.
- Manages the budget, staff and resources of the assigned program.

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Knowledge, Skills, and Abilities:

Knowledge of federal and state laws and regulations relating to the administration of a canine program; knowledge of canine breeds, ability to recognize desired traits for canine, skills in reading their behavior and training a canine; ability to train and evaluate canine handlers; of supervisory principles and practices. Knowledge of correctional methods, techniques, practices and procedures. Ability to communicate effectively, both orally and in writing; to exercise good judgment in analyzing situations and making decisions; to plan, direct and review the work of others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in handling, working and training scent-specific and tracking canines; or an equivalent combination of education and experience, substituting one year of correctional or law enforcement experience for a government agency for each thirty semester hours of the required education.

Preferred Qualifications: Bachelor's degree and four (4) years of correctional or law enforcement experience, or an equivalent combination of education and experience, substituting one year of correctional or law enforcement experience for a government agency for each thirty semester hours of the required education; and (5) years experience in handling, working and training scent-specific and tracking canines.