

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF ADMINISTRATOR

Basic Purpose:

Positions in this job are responsible for the direction, coordination, and management of all phases of a diverse, multi-functional program for the department which may include business services, employee services, program services, or analytics and systems quality services.

Typical Functions:

- Ensures that the policies and procedures for the assigned areas are current and aligned to meet the needs of the department's operations; participates in top level management meetings involving the formulation and implementation of programs and policies.
- Responsible for executive direction of the budgets for the assigned units; manages assigned staff and resources.
- Produces management information and reports; responds to requests for information from executive staff, legislative staff and other stakeholders; facilitates informed and appropriate management decisions. Provides support to the Associate Director to include strategic planning, reports and special projects.
- Chief Administrator of Analytics and Business Quality Services: Plans, coordinates, and directs the collection, tabulation, and reporting of data in statistical and research programs; assists appropriate staff in developing statistical studies for planning and administrative purposes and in altering and improving existing programs and services to fit agency needs. Supervises the Systems Quality Management Unit, which serves as a liaison with the Office of Management and Enterprise Services Information Services Division; manages inter-agency and service level agreements and identification of the department's information technology priorities.
- Chief Administrator of Business Services: Ensures administration of professional finance and accounting functions for appropriate management of agency resources; ensures agency has effective processing capabilities for prompt and correct payment of its obligations; ensures the business support functions for the Administration Building are effective and provide efficient and efficacious use of resources.

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- Chief Administrator of Employee Services: Directs a comprehensive, multi-functional human resources program including classification, compensation and benefits, payroll, staffing and selection, and performance management. Responsible for administering a comprehensive staff development and training program for the department, including operation of the department's training academies and the delivery of pre-service and specialized training. Supervision of the Employee Rights & Relations unit which is responsible for investigating employee complaints of discrimination.
- Chief Administrator of Program Services: Provides oversight of offender, staff, volunteer and victim programs and services; evaluates state, federal and foundation grant opportunities; monitors relevant funding sources for Division programs and services.

Knowledge, Skills, and Abilities:

Knowledge of processes and principles of management and administration; of gathering and analyzing data; of planning, composing and editing of department policies and procedures; of state and federal laws, rules, and regulations affecting the assigned areas; of the application of such laws, rules, and regulations at a public or governmental agency; of the legislative process; of business communications. Knowledge of and skill in the use of appropriate information technology. Ability to research and analyze complex information and formulate operational and lawful practices, policies, and procedures related to assigned areas; ability to communicate effectively both orally and in writing; to influence others; to establish and maintain effective working relationships; ability to plan, organize, and direct multiple projects simultaneously; to manage and administer multiple, complex functions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and six (6) years of professional progressive experience, two (2) years of which must have been in a supervisory capacity.

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