

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF OF ADMINISTRATIVE SERVICES

Basic Purpose:

Positions in this job are responsible for providing executive direction for department-wide administrative services including contracts and acquisitions, human resources and the agency records retention and disposition program.

Typical Functions:

- Provides a professional procurement program through interpretation and application of laws, rules and regulations pertaining to the procurement of products, goods and services for the department.
- Ensures statutory requirements regarding human resources functions are met, including compliance with state and federal laws as well as all applicable Merit Rules for employment.
- Ensures that the agency's records retention and disposition program is managed effectively and in compliance with applicable statutes.
- Ensures that the policies and procedures for the assigned areas are current and aligned to meet the needs of the department's operations; responsible for the development, review, and implementation of policies and procedures for reporting units.
- Facilitates communication and information-sharing between central office staff and facility/field office staff.
- Responsible for executive direction of the budgets for the assigned units; manages assigned staff and resources.
- May represent the department and/or the director at meetings as appropriate and requested.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; of correctional operations and methods; of federal and state laws, rules, and regulations pertaining to administrative functions; of the legislative process; and of the principles of management and supervision. Knowledge of, and skill in the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret and analyze highly complex and technical information; 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 situations and adopt appropriate courses of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Master's degree from an accredited college or university and at least four (4) years of professional level work experience in corrections or administration; or a bachelor's degree and at least five (5) years of work experience in corrections or administration.

Preferred Qualifications: Education as noted above and eight (8) or more years of supervisory or managerial experience in a related administrative services division.