

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF OF BUSINESS OPERATIONS

Basic Purpose:

Positions in this job are responsible for the administration of professional finance and accounting functions for the benefit of the agency; administration of internal audit program following accepted audit standards and appropriate independence; administration of maintenance program for the agency administration buildings and surrounding grounds; administration of business office for the Administration Building; administration of evaluation and research activities on behalf of the agency and outside entities; assisting in improving efficacy of Administrative Services Division units; and improving relationships with Legislators, their staff, other executive agencies and outside stakeholders.

Typical Functions:

- Ensures the production of ongoing reports and information to document if the agency is operating in an efficient and effective manner.
- Ensures agency has an effective budget process complete with improving controls over expenditures for appropriate management of agency resources.
- Ensures agency has effective processing capabilities to be prompt and correct in paying its obligations.
- Ensures the business support functions for the Administration Building are effective and provide efficient and efficacious use of resources.
- Ensures internal audit function is conducted in accordance with statutes and the standards established for the professional practice of internal auditing by the Institute of Internal Auditors.
- Ensures building maintenance and preventative maintenance programs are in place and conducted in accordance to best practices, appropriate codes, recommendations and manufacturer recommendations.
- Ensures agency research and evaluation activities are conducted in professional manner and have sound application to agency functions and responsibilities.

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Knowledge, Skills, and Abilities:

Knowledge of processes and principles of management and administration, especially at a public or governmental agency; knowledge of governmental budgeting and accounting processes and principles; knowledge of governmental purchasing processes and principles; knowledge of research and evaluation processes and principles; knowledge of preventative maintenance principles; ability to solve problems; ability to analyze complex information and formulate operational practices, policies and procedures related to administration of areas of responsibility; ability to manage and administer multiple, complex functions and projects; ability to plan organize and direct multiple projects simultaneously; ability to effectively communicate orally and in writing; ability to establish and maintain effective working relationships with others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in public administration, management or a closely related field and six (6) or more years professional progressive experience in supervision or administration.

Preferred Qualifications: Master's Degree and six (6) or more years of professional progressive experience in supervision or administration.