

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF OF OPERATIONAL SERVICES

Basic Purpose:

Positions in this job are responsible for directing all aspects of the department's systems for offender receptions, central transportation, classification and case management, offender sentence administration, and offender records management. This position is also responsible for oversight of construction and maintenance and asbestos abatement projects, and for oversight of Oklahoma Correctional Industries and Agri-Services.

Typical Functions:

- Directs and coordinates the department's offender classification system and offender sentence administration.
- Directs and coordinates the department's offender central transportation unit and offender assessment and reception centers.
- Directs and coordinates a statewide agriculture operation encompassing all phases of the agricultural process (food development, production, and distribution).
- Directs and coordinates Oklahoma Correctional Industries' operations to include manufacturing, sales, product development, and offender labor.
- Responsible for planning, coordinating, and managing all major activities for minimum, medium, and maximum security construction projects.
- Responsible for planning, coordinating, and managing statewide offender asbestos abatement crews.

Knowledge, Skills, and Abilities:

Ability to monitor the activities of others; to interpret, analyze and resolve highly complex and technical information; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; and to organize and manage several projects simultaneously.

Education and Experience:

Statutorily Required: N/A

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF OF OPERATIONAL SERVICES

Minimum Qualifications: Bachelor's Degree and six (6) years professional correctional experience, including four (4) years supervisory experience.

Preferred Qualifications: Master's Degree and seven (7) years of professional correctional experience, including four (4) years supervisory experience.