

Oklahoma Department of Corrections
Unclassified Job Descriptor

DEPUTY DIRECTOR

Basic Purpose:

Positions in this job manage all operations in a division of the Oklahoma Department of Corrections.

Typical Functions:

- Directs and coordinates all activities within a division providing department-wide services.
- Formulates policies, procedures, and standards for all units within a division; directs reorganization and reassignments resulting from policy revisions; coordinates the implementation of new/revised policy/procedures and ensures the division's compliance; coordinates unit activities within a division and with other division heads; and advises the director of general program activities.
- Maintains awareness of current and pending legislation and court cases; and prepares reports for the director as required.
- Reviews and revises the division's budget; and apportions funds and personnel as needed to provide division needs.
- Observes unit operations and assures proper policy implementation and maintenance of standards of efficiency through periodic reports, administrative reviews, and on-site visits.
- Represents the director and the department in various meetings at the local, state, and national levels.
- Performs related work as required and assigned.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; of correctional operations and methods; of laws pertaining to correctional operations, of the legislative process; 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, analyze and resolve 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 an appropriate course of action.

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Education and Experience:

Statutorily Required: Title 57, O.S. § 508, master's degree from an accredited college or university and at least four (4) years of professional level work experience in corrections; or a bachelor's degree and at least five (5) years of work experience in corrections.

Minimum Qualifications: See statutory requirements.

Preferred Qualifications: Master's degree and seven years of professional level work experience in corrections OR a bachelor's degree and eight years of professional level work experience in corrections.

Special Requirements:

Possession of a valid Oklahoma driver license at the time of appointment and a willingness to travel extensively throughout the state.