

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **DEPUTY DIRECTOR OF COMMUNITY CORRECTIONS**

### **Basic Purpose:**

Positions in this job have department wide responsibility and accountability for the operational and administrative activities of probation and parole services, community sentencing services, community corrections centers, community work centers and halfway house contract operations and services.

### **Typical Functions:**

- Responsible for directing the operational and administrative functions of the division; formulates policies, procedures, and standards for all assigned units within the division; monitors legislation, research, best practices, and innovations; ensures division's compliance with the American Correctional Association accreditation standards.
- Manages division staff, budget, and resources; responsible for fiscal accountability for the division including the personnel and operations budgets, and awards to county governments and their auditing.
- Develops, organizes, and monitors management information reports and other statistical data to facilitate informed decisions on budgets, staffing, legislation, and operations which includes monitoring accuracy of the offender management automated system.
- Develops and distributes annual reports required by statute and other types of printed material to promote the division; markets the division to the public, criminal institute systems and other stakeholders; ensures web site content for the division is current and accurate.
- Represents the department and/or the director at meetings as appropriate and requested; may serve in the director's capacity at his direction.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **DEPUTY DIRECTOR OF COMMUNITY CORRECTIONS**

### **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.

### **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. Must be eligible for, or have completed the training necessary for certification as a peace officer in accordance with the requirements of Title 70, O.S. 3311.

Preferred Qualifications: Master's degree and seven (7) years of professional level work experience in corrections and certification as a State of Oklahoma peace officer OR a bachelor's degree and eight (8) years of professional level work experience in corrections and certification as a State of Oklahoma peace officer.