

Oklahoma Department of Corrections
Unclassified Job Descriptor

DEPUTY DIRECTOR OF FEMALE OFFENDER OPERATIONS

Basic Purpose:

Positions in this job are responsible for the direct supervision of all female facilities and planning, developing and administering female offender programs and services for the department.

Typical Functions:

- Directs and coordinates all operational activities and administrative support services for custodial care and security for multiple female correctional facilities; responsible for the direct management of wardens/district supervisors operating individual correctional facilities.
- Responsible for planning, developing and administering female offender programs and services which may include, but are not limited to: classification, medical and mental health care, and programming to include reentry.
- Develops, implements and interprets policy and procedure related to female offender programs and services.
- Serves as chair of the Female Offender Management Group. Serves as the department's liaison to other agencies regarding female offender issues.
- Compiles the annual work summary of all fiscal year activities related to female offender programs and operations.
- Manages the budget, staff and resources of the assigned area. Seeks outside funding sources and collaborations which increase services to female offenders.
- Analyzes and ensures the development and use of appropriate management information reports.
- Collaborates with training staff regarding design, development and delivery of specialized training provided to staff working with female offenders.

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

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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, with a major field of study in at least one of the following: corrections, criminology, criminal justice, psychology, sociology, administration, education or a related social science, and at least four (4) years of work experience in corrections; OR a bachelor's degree in the above specified major fields of study and at least five (5) years of work experience in corrections.

Minimum Qualifications: see statutory requirements

Preferred Qualifications:

Master's degree in a field listed above, and seven (7) years of professional management experience in corrections OR a bachelor's degree in a field listed above, and eight (8) years of professional management experience in corrections.