

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**DEPUTY WARDEN**

**Basic Purpose:**

Positions in this job are responsible for serving as the Warden's primary operating and/or administrative officer at a facility. Positions in this job will assume the duties of the facility's Warden in their absence or at their direction.

**Typical Functions:**

- Responsible for secondary accountability of the operational and/or administrative aspects of a correctional facility which may include, but are not limited to: security and custodial care, classification, food service, health services, physical plant maintenance, inmate programmatic activities, religious activities, education, laundry, mail, canteen, correctional industries, agri-services.
- Assists the warden in preparing the facility's budget and a variety of correspondence, reports, and recommendations concerning the facility's programs to departmental officials.
- Serves as the primary assistant to the Warden in managing the facility budget, staff and other resources.
- Provides guidance and information as approved by the Warden relating to the interpretation, applications of laws, rules and regulations pertaining to operation of a correctional institution; assists the warden in developing, implementing, and applying department policies and procedures to ensure compliance with statutory and applicable regulatory agencies.
- Provides oversight to contract service providers as appropriate; serves on special project committees on various department related operational activities.
- Serves as a public relations contact for the facility as needed/required.

**Knowledge, Skills, and Abilities:**

Knowledge of planning, and organizing activities of a correctional institution; of theory, techniques and trends in correctional administration, of the principles and practices of administration and management; of public relations methods; and laws concerning incarceration of felons. Knowledge of, and skill in, the use and application of

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appropriate information technology. Ability to plan, direct, and coordinate the activities of others and the operations of a correctional facility; 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 and security sensitive situations and adopt an appropriate course of action.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and four (4) years of supervisory or administrative experience in a correctional institution, or closely related work.

Preferred Qualifications: Master's degree and five (5) years of supervisory or administrative experience in a correctional institution, or closely related work.