



OKLAHOMA DEPARTMENT OF CORRECTIONS

Position Announcement

Job Title: Director

Type of Employment: Full Time

Salary Range: \$132,000 - \$187,292

Contact: Tina Hicks, Chief of Administrative Services
Phone: (405) 425-2721
or
Greg Thomas, Administrator of Personnel
Phone: (405) 425-2844

Email: jobs@doc.state.ok.us

Location: Department of Corrections Administration Building
3400 Martin Luther King Ave. Oklahoma City, Oklahoma

Application Closing Date: August 31, 2013, 5:00 p.m. CDT

Application Method: Resume and cover letter

Agency Overview:

The Oklahoma Department of Corrections (ODOC) is the second largest agency of the State of Oklahoma and is responsible for the administration of the state adult prison and probation and parole system. The mission of the ODOC is *To Protect the Public, To Protect the Employee and To Protect the Offender*. ODOC utilizes outcome-based business practices that are data-driven and results-oriented and is dedicated to the highest attainable quality of excellence in the corrections profession. ODOC is currently responsible for the operation of 17 state correctional institutions and 21 community corrections centers/work centers and also administers contracts with a number of private prisons and halfway houses. The total number of adult incarcerated offenders under state custody is approximately 25,000 and the total number of offenders on state-supervised probation and parole is approximately 25,000. ODOC currently is authorized approximately 5,900 full time employees by statute and has a current operating budget of approximately \$525 million. Oklahoma is a death penalty state. ODOC is seeking highly qualified candidates to fill the role of Director.

Job Characteristics:

Under the direction of the Board of Corrections, the Director serves as the chief executive officer of the Oklahoma Department of Corrections. The Director provides the leadership and vision for ODOC and is ultimately responsible for the direction, coordination, management, and administration of all aspects of the department. The incumbent must be an innovative leader with strong business management skills, thorough knowledge of prison operations, and an understanding of the ODOC mission.

Principal Activities:

- Ensures maximum public safety by operating an effective, efficient correctional system.
- Acts for the department in all matters subject to the policies of the state Board of Corrections and statutes of the state of Oklahoma.
- Serves as the primary contact for the Governor's office, legislators, local law enforcement agencies, other state agencies, and department of corrections agencies located throughout the United States.
- Serves on special committees or boards as required.
- Develops, approves and enforces rules and regulations for the operation of the department consistent with the policies established by the state Board of Corrections and in compliance with all applicable laws, American Correctional Association standards, civil rights, and other regulations.
- Appoints such personnel as is necessary to administer the functions of the department, establishes the organizational structure and fixes duties and salaries of such personnel in accordance with the provision of Oklahoma statutes.
- Provides training, recruitment, leadership development and succession planning for agency employees.
- Ensure agency operates within budget limits.
- Accepts, utilizes, disburses and administers grants, appropriations and other monies, property and resources offered or given to the department, or any component or agency thereof, by any agency of the state or federal government or any corporation or individual for the use of the department.

- Ensures proper development and management of all programs and facilities of the department.
- Provides evidence-based programming to offenders, including community supervision; re-entry.
- Represents the department at administrative or legislative hearings, court hearings or other public or private gatherings

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of administration; of correctional operations and methods; of federal and state laws, rules and regulations pertaining to the administrative functions and correctional operations; of the legislative process, of the principles of management and supervision. Knowledge and skill in the use and application of appropriate information technology; and of security technology required to maintain secure operations. Ability to plan, direct and coordinate the activities of others; to interpret and analyze 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 appropriate courses of action.

Required Education and Experience:

Statutorily Required: Title 57, O.S. 506, master's degree from an accredited college or university and five (5) years of professional level work experience in corrections, or a bachelor's degree and six (6) years of professional level work experience in corrections.

Preference may be given to individual applicants who have: knowledge of correctional management principles and practices; of progressive penology and dynamics of incarcerated populations; of the fundamentals of discipline, rehabilitative programs and humanitarian objectives; of the criminal justice system of the state branch of government; of the legislative process; of supervisory techniques; of decision-making processes and procedures. Possess an exceptional skill in leadership, language arts, and proficiency in planning, directing, and motivating the activities of others; ability to analyze situations, as well as large amounts of data and information.

Special Requirements:

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

The Department of Corrections is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex age or disability. The Department provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The Department promotes a drug free and tobacco free workplace.

OKLAHOMA IS MORE THAN “OK”



- Oklahoma has a population of over 3.8 million people, the 28th most populous state in the U.S.
- Oklahoma has more shoreline than the Atlantic and the Gulf coasts combined.
- Oklahoma has 43 colleges and universities.
- The average annual temperature in Oklahoma is a refreshingly cool, 60.5 degrees.
- Oklahoma is home to 35 diverse state parks.
- The median home price in Oklahoma City is \$87,672
- Oklahoma City boasts a number of culturally diverse entertainment options such as professional theater productions at the Civic Center Music Hall, the Oklahoma Museum of Art, the Oklahoma City RedHawks professional baseball team who are the Triple-A affiliate of the Houston Astros, the Oklahoma City Thunder of the NBA, Oklahoma City National Memorial, Oklahoma River’s Boathouse District for outdoor water sport and recreation enthusiasts, and the world class Bricktown entertainment and dining district.

For more information on the State of Oklahoma please visit www.travelok.com and for more information on Oklahoma City please visit www.visitokc.com and www.ok.gov and <http://www.abetterlifeokc.com/>.

OKLAHOMA STATE EMPLOYEE BENEFITS

The State of Oklahoma offers its employees a benefits package that is second to none. Our benefits include:

Paid Time Off - State employees enjoy paid leave for 11 state and federal holidays. Additionally state employees can accumulate 120 hours sick leave per year and up to 200 hours of annual leave per year.

Insurance Plans - The State of Oklahoma offers a generous benefits allowance to each employee and their immediate family. In many cases, the allowance will cover the entire cost of the benefits elections. Oklahoma offers 3 health insurance plans, 5 dental plans and 5 vision plans. The state also offers disability insurance, life insurance and supplemental life plans. Employees also have the option of purchasing dependent life insurance.

Longevity Pay - State employees enjoy a yearly bonus based on their years of service called Longevity Pay. Once an employee has been employed for 2 years, they will receive a yearly bonus that is intended to reward them for their good service.

Retirement - Oklahoma offers an outstanding retirement package for qualified employees. For more information please visit www.opers.ok.gov

SoonerSave - Oklahoma offers employees the option to enroll in a savings incentive plan. The State of Oklahoma will match employee's contribution up to \$25 per month. All employee contributions are tax deferred. For more information please visit www.soonersave.com.

****The successful candidate will be provided a state car and cellular telephone****

Process To Apply:

If you are interested in pursuing this unique and exceptional career opportunity with the State of Oklahoma Department of Corrections, please forward via email a cover letter, resume, professional references, and a signed Authorization to Release Information for Employment form (attached) to jobs@doc.state.ok.us.

Please indicate the position title of **Director, ODOC** in the subject line of your email.

**Oklahoma Department of Corrections
Authorization to Release Information for Employment**

Applicant's Name: _____

Current Address: _____

Date of Birth: _____

SS #: _____

Signature: _____

Date: _____

To Whom It May Concern: I am an applicant for the position of Director for the Oklahoma Department of Corrections (ODOC). As part of the initial selection process, ODOC will be conducting an NCIC background check of qualified applicants. In the final phase of the selection process, an in-depth and thorough background investigation will be required for each considered candidate.

A photocopy, scanned, or FAX copy of this release form will be valid as an original thereof, even though the said photocopy, scan, or FAX copy does not contain an original writing of my signature.

I agree to indemnify and hold harmless any person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, arising out of or by reason of complying with this request.

Failure to release the information requested by the ODOC will result in the disqualification for this position.

Send This Completed Authorization Form to:

Tina Hicks, Chief of Administrative Services
Oklahoma Department of Corrections
3400 Martin Luther King Avenue
Oklahoma City, OK 73111
Phone: (405) 425-2721
Fax: (405) 425-7216