

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**DIVISION MANAGER**

**Basic Purpose:**

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

**Typical Functions:**

- Directs and coordinates all operational and administrative functions within the assigned division. Develops, organizes, and monitors management information reports and other statistical data to facilitate informed decisions on budgets, staffing, legislation, and operations.
- Formulates policies, procedures, and standards for all units within the division; directs reorganization and reassignments resulting from policy revisions; coordinates the implementation of new/revised policy and procedures and ensures the division's compliance; coordinates unit activities within the division and with other division managers; 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.
- Manages division staff, budget, and resources; responsible for fiscal accountability for the division including the personnel and operations budgets.
- Observes unit operations and assures proper policy implementation and maintenance of standards of efficiency through periodic reports, administrative reviews, and on-site visits; ensures division's compliance with the American Correctional Association accreditation standards.
- Represents the director and the department in various meetings at the local, state, and national levels.

**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

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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.

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