

Oklahoma Department of Corrections
Unclassified Job Descriptor

MEDICAL SERVICES ADMINISTRATOR

Basic Purpose:

Positions in this job plan, organize, and direct the administrative and support functions of the department's Medical Services Division.

Typical Functions:

- Develops long-range strategies for the administrative operations of the division, ensures that the division's basic goals and mission are achieved through the development, implementation, and application of policy and procedure, and advises the Chief Medical Officer concerning administrative policy issues.
- Provides oversight and management of the division's administrative resources to include personnel, training, fiscal and support functions; develops and implements strategies to reduce duplication and improve efficiency; and develops budget proposals for the efficient allocation of resources.
- Reviews division administrative operations and provides recommendations to the Chief Medical Officer, Executive Staff, as well as division personnel on the administrative functions of the division, including recommendations for improved performance or change.
- Serves as the representative for the administrative operations for the medical services unit as needed.
- Supervises assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of public, business, correctional, or health administration; of fiscal and personnel management, budget preparation and control; of program planning and evaluation, policy formulation, general management and supervision strategies. Ability to establish and maintain effective working relationships; to analyze complex situations; to plan, organize, and direct the work of others; to manage administrative programs in a correctional system; to communicate effectively, both orally and in writing; and to develop standards of operation for administrative and support services.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of experience in an administrative position in a professional setting, or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree and five (5) years experience in health care administration, with three (3) years in a supervisory capacity.