

Oklahoma Department of Corrections
Unclassified Job Descriptor

WARDEN / OKLAHOMA STATE PENITENTIARY

Basic Purpose:

This position is responsible for directing all operational and administrative activities of a maximum security correctional facility for the department.

Typical Functions:

- Responsible for the overall operational and administrative functions of a maximum security correctional facility which includes security and custodial care of death row, mental health units, restrictive housing, general population, classification, an infirmary, medical services, food service, programmatic activities, religious activities, education, laundry, mail, canteen, and physical plant maintenance.
- Ensures facility compliance with department policies and procedures; participates in the development, implementation and application of department policies and procedures to ensure compliance with statutory and applicable regulatory agencies; responsible for interpretation and application of laws, rules and regulations pertaining to operation of a correctional facility.
- Provides facility operational oversight to ensure all security, administrative, and programmatic functions are being carried out effectively, efficiently, and in accordance with department guidelines.
- Manages facility budget, staff, and physical resources.
- Provides oversight to contract service providers as appropriate; serves on special project committees regarding a variety of department related operations.
- Serves as a public relations contact for the facility as needed/required.

Knowledge, Skills, and Abilities:

Knowledge of planning, organizing and directing activities of a correctional institution; of theories, techniques and trends in correctional administration, of the principles and practices of administration and management; of public relations methods; of laws concerning incarceration of felons; and, of physical plant maintenance. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others and the operations of a correctional facility; to demonstrate effective communication both orally and in writing; to establish and maintain effective working relationships, to organize and manage multiple projects simultaneously; and to analyze complex and security sensitive situations and adopt an appropriate course of action.

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Education and Experience:

Statutorily Required: Title 57 O.S. 510, bachelor's degree with a major in psychology, sociology, criminology, education, corrections, human relations, guidance and counseling, administration, criminal justice administration or penology, and five (5) years of supervisory or administrative experience in a correctional institution, or in closely related work.

Minimum Qualifications: see statutory requirements

Preferred Qualifications: Master's degree and experience equivalent to or greater than listed above.