

Oklahoma Department of Corrections
Unclassified Job Descriptor

OPERATIONS MANAGER

Basic Purpose:

Positions in this job are responsible for the supervision and direction of multi-discipline, professional operational support functions for a large region/division of the department.

Typical Functions:

- Establishes goals, standards, and strategies for the administration and operation of a defined group of support functions for the region/division.
- Provides oversight of the development and production of statistical, informational, and fiscal data, reports, and documents concerning the region/division's programs and activities; designs and operates systems for the collection and dissemination of information.
- Provides interpretation and guidance to department staff and persons outside the department on laws, rules, regulations, and department policy and procedure pertinent to the operations of the region/division; serves as liaison to federal, state, and local jurisdictions; provides information and responds to requests from both within and outside of the department.
- Assists in the development of applicable policies and procedures.
- Manages the budget, staff, and resources for the assigned area.

Knowledge, Skills, and Abilities:

Knowledge of theories, practices, and trends in offender rehabilitation; of state laws, rules, and regulations governing community corrections operations; and of the principles and practices of administration and management to include program evaluation. Ability to plan, direct, and coordinate the activities of others; 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 an appropriate course of action.

Oklahoma Department of Corrections
Unclassified Job Descriptor

OPERATIONS MANAGER

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of professional correctional, management, or public administration experience.

Preferred Qualifications: Education and experience equivalent to or greater than listed above which includes two (2) years of supervisory experience.