

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT

To apply, follow the application procedures at the Office of Personnel Management's website: <http://jobaps.com/ok>, OR if you are a current State employee or have reinstatement rights, please apply at <http://www.jobaps.com/OK/promo.asp> prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596

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ANNOUNCEMENT NUMBER: 2017-91/LDM OCC PIN NUMBER(S): 18500196 NO OF VACANCIES: 1

JOB TITLE: ADMINISTRATIVE PROGRAMS OFFICER CODE: E12A PAY BAND: J ANNUAL SALARY: \$39,840

POSTING DATE & TIME: May 11, 2017 8:00 a.m.

CLOSING DATE & TIME: May 25, 2017 4:30 p.m.

FLSA LISTING: __ EXEMPT X NON-EXEMPT EEOC: Professional

IMMEDIATE SUPERVISOR: Grant Ellis, District Manager

LOCATION OF WORK: Oil & Gas Conservation Division, Field Operations District IV (Ada)

MINIMUM QUALIFICATIONS:

A bachelor's degree AND one (1) year of professional or technical administrative experience in business or public administration, OR and equivalent combination of education and experience, substituting one (1) year of qualifying experience for each year of the required bachelor's degree.

TYPICAL FUNCTIONS:

- Plans, organizes and/or directs a component of an agency program or function established to accomplish a basic goal or mission of the agency.
- Interprets and advises agency personnel and the general public on departmental rules, regulations and laws governing the operation of the agency, division or department program.
- Prepares administrative, statistical and/or fiscal documents pertaining to departmental activity.
- Provides supervision to assigned staff in planning, promoting and implementing programs in accordance with agency policies and goals.

APPLICANT SOURCE: ALL SOURCES