

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
UNCLASSIFIED POSITION VACANCY ANNOUNCEMENT

To apply, submit a resume, cover letter with contact information, and a copy of your most recent evaluation if applicable to the **OKLAHOMA CORPORATION COMMISSION**, P.O. Box 52000, Oklahoma City, OK 73152-2000, or email to HR3@occemail.com or fax to 405.522.3658 prior to the closing date and time specified below. If you need assistance, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2019-01/LDM OCC PIN NUMBER(S): 18500190 NO OF VACANCIES: 1

JOB TITLE: Director, Oil & Gas Conservation Division CODE: 7211 PAY BAND: U ANNUAL SALARY: \$100,710

POSTING DATE & TIME: July 11, 2018 8:00 a.m.

CLOSING DATE & TIME: July 25, 2018 4:30 p.m.

FLSA LISTING: X EXEMPT NON-EXEMPT EEOC:

IMMEDIATE SUPERVISOR: Timothy Rhodes, OCC Director

LOCATION OF WORK: O&G Conservation Division, Oklahoma City, Oklahoma

DESIRABLE QUALIFICATIONS:

A Baccalaureate degree from an accredited college or university in engineering, geology or similar field; five (5) years experience in a supervisory capacity in an administrative or personnel management position; and at least four (4) years energy industry experience.

TYPICAL FUNCTIONS AND RESPONSIBILITIES:

- Overall responsibility, supervision and direction of the statewide operations of the Oil and Gas Conservation Division; coordinates division activities with other Commission divisions.
- Administers and enforces rules and orders of the Commission relating to oil and gas conservation and the prevention of pollution.
- Directs and supervises the preparation and implementation of the budget for the Oil and Gas Conservation Division.
- Directs the development and implementation of division operational policies and procedures; directs division compliance with agency operating policies.
- Directs and supervises division personnel practices; recommends new employee selections, promotions, and other personnel actions; directs training for division employees.
- Advises Commissioners regarding division operations and changes in legislation, regulations or industry trends that affect the oil and gas industry in Oklahoma.
- Provides division response to inquiries and requests for information from the legislature, industry and general public.
- Represents the Division and/or Commission on various advisory groups and boards and in public hearings; represents the Division in oil and gas complaint filings.
- Coordinates and directs the agency's seismicity efforts
- Other duties as assigned

APPLICANT SOURCE: ALL SOURCES

AN EQUAL OPPORTUNITY EMPLOYER