OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
UNCLASSIFIED  POSITION VACANCY ANNOUNCEMENT

To apply, submit resume and cover letter via email: OCCHumanResources@occ.ok.gov; via fax: 405.522.3658; or via mail: Oklahoma Corporation Commission, 2101 N. Lincoln Blvd, Oklahoma City, OK 73105 ATTN: Human Resources.

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POSITION TITLE AND CODE:  Oil & Gas Conservation Division Deputy Director, 4015

SALARY RANGE:  up to $85,600/annually - dependent upon qualifications and experience

POSTING DATE & TIME:  March 13, 2020  3:00 p.m.

CLOSING DATE & TIME:  Until filled

FLSA LISTING:  X  EXEMPT  _  NON-EXEMPT  EEOC: Management

IMMEDIATE SUPERVISOR:  Robyn Strickland, Dir, Oil and Gas Conservation Division

LOCATION OF WORK:  Oil & Gas Division, Jim Thorpe Building, Oklahoma City

MINIMUM QUALIFICATIONS:
Requirements at this level consist of a Bachelor of Science Degree in petroleum, civil or mechanical engineering, geology, environmental science or a related field and shall have five (5) years’ practical or regulatory experience in the production of oil and gas, three (3) years of which must have been in an administrative or supervisory capacity.

DEFINITION:
Under direction of the Division Director, administrative management of the various offices of the Oil & Gas Conservation Division (OGCD) including, but not limited to, office services and procedures; coordinating personnel administration, processing of expense statements, budget preparation and cost accounting, procurement and use of supplies, files, records, and other professional and clerical services, computer services, with other divisions of the Commission; and providing technical assistance as necessary.

EXAMPLES OF WORK PERFORMED:

- Under the direction of the Division Director, provides leadership direction on all technical aspects of the OGCD programs and regulations, with special attention and involvement in emerging issues as they arise.

- Under the direction of the Division Director, serves in a leadership role in maintaining good working relationships with the regulated industry, royalty owners, surface owners, elected officials, community leaders and the general public.

AN EQUAL OPPORTUNITY EMPLOYER
• Assists the Division Director in managing the OGCD budget, including the preparation of the annual budget plan through coordination of various departments to ensure proper funding for the fiscal year.

• Assists the Division Director in the following activities:
  o Strategic planning development and oversight;
  o Administrative rule making preparation and support;

• Performs related work as required and assigned.

EDUCATION AND EXPERIENCE:

A graduate of an accredited college or university with a Bachelor of Science Degree in petroleum, civil or mechanical engineering, geology, environmental science or a related field and shall have five (5) years’ practical or regulatory experience in the production of oil and gas, three (3) years of which must have been in an administrative or supervisory capacity.

DESIRABLE KNOWLEDGE AND SKILLS:

• Knowledge of domestic oil and gas industry, exploration and production technology; environmental challenges facing same; Oklahoma budget preparation, inventory, personnel and expense practices and principles; Commission personnel policies and procedures; office services and procedures governing the operation of the Oil and Gas Conservation Division; legislative process; public speaking and presentation of oil and gas issues.

• Candidate must be competent in all aspects of drilling, injection, production and completion operations (vertical and horizontal) along with strong understanding of subsurface attributes within conventional and unconventional reservoirs. Candidate must be able to lead complex operational and engineering studies on projects involving multiple parties.

• Experience in the examples of work performed strongly desired, which include exposure to various aspects of operations including production, field operations, facilities, work-overs, servicing, drilling and completions.

APPLICANT SOURCE: All Sources

AN EQUAL OPPORTUNITY EMPLOYER