

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/09/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PLANT MANAGER SCDC POSITION #: 017492

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE COORD II STATE JOB CLASS: AH15

PAY BAND/LEVEL: 06 A

BAND: 06

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 039960 - \$ 045000 SCEIS POSITION #: 61019688

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS
MANAGEMENT, PUBLIC ADMINISTRATION OR ADMINISTRATIVE SERVICES.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR REQUIRED WORK
EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). ONE (1) YEAR INDUSTRY EXPERIENCE AND TWO (2) YEARS
OF SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, MANAGES A DIGITAL EMBROIDERY & TRADITIONAL
SEWING OPERATION LOCATED IN CAMILLE GRAHAM CORRECTIONAL INSTITUTION.
MANUFACTURES PRODUCTS & PROVIDES SERVICE TO OUR CUSTOMERS IN THE MOST
EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING & TEACHING INMATES
SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS AND
SUPERVISES ASSIGNED PERSONNEL. SUPERVISES PRODUCTION AND COORDINATES
DELIVERY OF PRODUCTS & SERVICES AT MINIMAL COST. ENSURES EQUIPMENT IS
PROPERLY MAINTAINED. ESTABLISHES A SAFE AND HEALTHY WORK ENVIRONMENT
IN ACCORDANCE WITH STATE AND OSHA GUIDELINES. MANAGES INVENTORY,
ORDERS SUPPLIES, RAW MATERIALS AND SUBMITS WORK ORDERS. PERFORMS
VARIES ADMINISTRATIVE FUNCTIONS. COORDINATES ACTIVITIES WITH THE
DIVISION OF INDUSTRIES AND INSTITUTIONAL PERSONNEL.
SCHEDULE SUBJECT TO CHANGE BASED ON INDUSTRY DEMANDS.

*** PLEASE FAX RESUME TO 803.896.2173 ***

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

*** RECRUITING-ANNOUNCE POSITION UNTIL FILLED ***