

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/15/16

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PRGM COORD I SCDC POSITION #: 011419
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0400 PM
LOCATION: WATEREE FARM OPERATIONS, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 D
BAND: 05 SALARY RANGE \$ 032838 - \$ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 036941 - \$ 039713 SCEIS POSITION #: 61016888

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). A BACHELOR'S DEGREE AND ONE (1) YEAR RELEVANT
PROGRAM EXPERIENCE; OR AN ASSOCIATE DEGREE AND THREE (3) YEARS
RELEVANT PROGRAM EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND FIVE (5)
YEARS RELEVANT PROGRAM EXPERIENCE. MUST HAVE TWO (2) YEARS SUPERVISORY
EXPERIENCE. MUST HAVE COMMERCIAL DRIVER'S LICENSE (CDL) OR OBTAIN
WITHIN ONE (1) YEAR OF EMPLOYMENT. MUST HAVE A WASTE MANAGEMENT
LICENSE OR OBTAIN WITHIN ONE (1) YEAR OF EMPLOYMENT.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION OF THE PROGRAM COORDINATOR II, RESPONSIBLE
FOR THE OPERATION OF THE DAIRY AND BEEF HERDS TO INCLUDE, BUT NOT
LIMITED TO THE BREEDING, RAISING, MILKING AND WASTE MANAGEMENT.
COMPLIANCE WITH ALL USDA AND DHEC REGULATIONS. OVERALL SUPERVISION OF
FENCE CONSTRUCTION AND REPAIRS. OVERALL SUPERVISION OF MILK
PROCESSING PLANT. GENERAL UNDERSTANDING OF MAINTENANCE AND REPAIR.
MAINTAIN ACCURATE PRODUCTION RECORDS. OTHER RELATED DUTIES AS DEEMED
NECESSARY. THIS POSITION IS LOCATED AT WATEREE FARM-DAIRY OPERATIONS
IN REMBERT, SC AND IS OPEN UNTIL FILLED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING
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