SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/08/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PLANT MGR SCDC POSITION #: 015709
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0600 AM - 0200 PM
LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 E
BAND: 05 SALARY RANGE $ 032838 - $ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 038422 - $ 042824 SCEIS POSITION #: 61017952

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). ONE (1) YEAR SUPERVISORY EXPERIENCE AND WORK-
RELATED EXPERIENCE IN MANUFACTURING.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION, MANAGES AN INDUSTRIAL OPERATION (MODULAR
FURNITURE PLANT) AT MCCORMICK CORRECTIONAL INSTITUTION.
MANUFACTURES PRODUCTS & PROVIDES SERVICES FOR OUR CUSTOMERS IN THE
MOST EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING & TEACHING
INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. CAREFULLY
SELECTS, TRAINS, & SUPERVISES ASSIGNED PERSONNEL & INMATE WORK FORCE.
MANAGES PRODUCTION & COORDINATES DELIVERY OF PRODUCTS & SERVICES AT A
MINIMUM COST. MANAGES PRODUCTION & COORDINATES DELIVERY OF
PRODUCTS & SERVICES AT MINIMUM COST. MAINTAINS AN EFFECTIVE QUALITY
CONTROL PROGRAM AND ENSURES THAT THE ENVIRONMENT IS SAFE FOR EMPLOYEES
AND INMATES AS REQUIRED BY OSHA AND STATE REGULATIONS. MANAGES
ACCURATE COST INFORMATION, ANALYZES & MAKES RECOMMENDATIONS CONCERNING
PROFIT & LOSS. MANAGES INVENTORY CONTROL, REQUISTIONS RAW MATERIALS &
SUPPLIES, MANAGES WORK ORDERS, BILLS OF LADING & PRODUCTION REPORTS.
COORDINATES WITH THE DIVISION OF INDUSTRIES & THE INSTITUTION.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
SCHEDULE SUBJECT TO CHANGE BASED ON INDUSTRY DEMANDS. RESUME REQUIRED
MUST ATTEND SCDC BASIC TRAINING