

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 07/12/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: PRINT SHOP MANAGER SCDC POSITION #: 011574  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD II STATE JOB CLASS: AH15  
PAY BAND/LEVEL: 06 D  
BAND: 06 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 044952 - \$ 059000 SCEIS POSITION #: 61016789

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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.

SIX (6) YEARS RELATED PRINTING INDUSTRY EXPERIENCE IN THE AREA OF  
ADMINISTRATIVE SERVICES, PUBLIC ADMINISTRATION OR BUSINESS MANAGEMENT;  
OR AN ASSOCIATE DEGREE AND EIGHT (8) YEARS RELATED PRINTING INDUSTRY  
EXPERIENCE IN THE AREA OF ADMINISTRATIVE SERVICES, BUSINESS MANAGEMENT  
OR PUBLIC ADMINISTRATION; OR A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS  
RELATED PRINTING INDUSTRY EXPERIENCE IN THE AREA OF ADMINISTRATIVE  
MANAGEMENT, PUBLIC ADMINISTRATION OR BUSINESS MANAGEMENT.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION FROM THE ASSISTANT DIVISION DIRECTOR  
DIRECTS THE BUSINESS ACTIVITIES FOR THE EFFICIENT OPERATION OF A  
PRISON INDUSTRIES - TRADITIONAL PROGRAM FOR A POTENTIAL MULTI-SHIFT  
OPERATION IN A CORRECTIONAL SETTING AT THE SCDC PRINT SHOP. PROVIDES  
SERVICES TO OUR CUSTOMERS IN THE MOST EFFICIENT AND ECONOMICAL MANNER  
WHILE SUPERVISING AND TEACHING INMATES SKILLS THAT CAN BE UTILIZED  
UPON THEIR RELEASE. COORDINATES THE PRODUCTION FOR THE SCDC PRINT SHOP  
BY ADHERING TO THE SCDC MISSION STATEMENT: SAFETY, SERVICE AND  
STEWARDSHIP. TRAIN, SUPERVISE AND EVALUATE EMPLOYEES AND INMATE  
WORKERS. MAINTAINS CLOSE CUSTOMER CONTACT TO ENSURE GOOD CUSTOMER  
RELATIONS. EXPLORE OTHER AVENUES TO ESTABLISH A LARGER CUSTOMER BASE  
AND INCREASE OVERALL SALES. OCCASIONAL TRAVEL REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING  
\*\*\*\*\* FAX RESUME TO 803.896.2173 \*\*\*\*\*  
MUST ATTEND SCDC BASIC TRAINING \*\*\*UNTIL FILLED