SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 04/04/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PLANT MGR SCDC POSITION #: 016252
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0630 AM - 0400 PM
LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE COORD II STATE JOB CLASS: AH15
PAY BAND/LEVEL: 06 D
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 044952 - $ 058033 SCEIS POSITION #: 61018264

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.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION, MANAGES AN INDUSTRIAL OPERATION CONSISTING OF THE MANUFACTURING OF SIGNS AND VEHICLE LICENSE PLATES LOCATED IN BROAD RIVER CORRECTIONAL INSTITUTION. PROVIDES SERVICE TO OUR CUSTOMERS IN THE MOST EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING AND TEACHING INMATE SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS AND SUPERVISES ASSIGNED PERSONNEL. OVERSEES 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 & OSHA GUIDELINES. MANAGES INVENTORY, ORDERS SUPPLIES, RAW MATERIALS AND SUBMITS WORK ORDERS. MAINTAINS HIGH QUALITY CONTROL & PERFORMS VARIOUS ADMINISTRATIVE FUNCTIONS. COORDINATES ACTIVITIES WITH THE DIVISION OF INDUSTRIES AND INSTITUTIONAL PERSONNEL. SCHEDULE SUBJECT TO CHANGE TO MEET THE DEMANDS OF THE INDUSTRY. RESUME REQUIRED IF SELECTED FOR INTERVIEW.