

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: ASST. PRINT SHOP MAN.-OPER SCDC POSITION #: 017054

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM

LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PRINTING MANAGER II STATE JOB CLASS: BD40

PAY BAND/LEVEL: 05 E

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 038422 - \$ 042264 SCEIS POSITION #: 61016814

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN PRINTING,
INCLUDING TYPESETTING, LAYOUT, PLATE MAKING AND
BINDING/FINISHING. A BACHELOR'S DEGREE IN A RELATED
FIELD MAY BE SUBSTITUTED FOR THE REQUIRED WORK
EXPERIENCE.

A HIGH SCHOOL DIPLOMA AND A MINIMUM OF FIVE (5) YEARS EXPERIENCE
WORKING WITH OFFSET PRINTING. MUST HAVE THREE (3) YEARS SUPERVISORY
EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, DIRECTS THE PRINTING SERVICES OPERATION OF
THE SC DEPARTMENT OF CORRECTIONS, PRINT SHOP FOR A POTENTIAL MULTI-
SHIFT OPERATION. PROVIDES SERVICES TO OUR CUSTOMERS IN THE MOST
EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING & TEACHING INMATES
SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. PROMOTE PROFESSIONAL
EXCELLENCE, FISCAL RESPONSIBILITY & SELF-SUFFICIENCY.COORDINATES THE
FLOW BETWEEN TYPESETTING, LAYOUT, IMAGE SETTING, PRINTING, BINDING AND
THE CUSTOMER. OVERSEE EMPLOYEE & INMATE STAFF TO MAINTAIN A HIGH
PRODUCTION VOLUME ENSURING HIGH QUALITY STANDARDS.MAINTAINS ADEQUATE
INVENTORY, OVERSEES REPAIRS. RESPONSIBLE FOR THE SECURITY OF WORKSITE.
PREPARES SPECIFICATIONS AND SUPERVISES DAILY STATEMENTS FOR EACH JOB.
DEVELOPS PROFESSIONAL RELATIONSHIPS.

*** WORK SCHEDULE SUBJECT TO CHANGE ***

*** MUST INCLUDE RESUME WITH APPLICATION TO BE CONSIDERED ***

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING