

**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