SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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

SCDC INTERNAL TITLE: ASST. PRINT SHOP MGR SCDC POSITION #: 013104
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10
PAY BAND/LEVEL: 05 E
BAND: 05 SALARY RANGE $ 032838 - $ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 038422 - $ 041466 SCEIS POSITION #: 61016797

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). KNOWLEDGE OF PRINTING OPERATIONS INCLUDING TYPESETTING, LAYOUT, PLATE MAKING AND BINDING/FINISHING. THREE (3) YEARS SUPERVISORY EXPERIENCE IN PRINTING OPERATIONS.

DESCRIPTION OF DUTIES:
UNDER THE DIRECTION OF THE SCDC PRINT SHOP MANAGER, COORDINATES THE GENERAL ADMINISTRATIVE, BUSINESS AND/OR SUPPORT ACTIVITIES OF THE PRINT SHOP. PERFORMS OR SUPERVISES THE PERFORMANCE RELATED TO FISCAL MANAGEMENT, PERSONNEL MANAGEMENT, PROCUREMENT, SUPPLY SERVICES, ETC. CONSULTS WITH CUSTOMERS AND MAKES TECHNICAL AND COST RECOMMENDATIONS. PROVIDES SERVICES TO CUSTOMERS IN THE MOST ECONOMICAL MANNER WHILE SUPERVISING AND TEACHING INMATES VALUABLE SKILLS THAT CAN BE UTILIZED UPON RELEASE. INSPECTS FINISHED PRODUCT FOR QUALITY AND ACCURACY. ASSISTS WITH PRODUCTION AND THE OPERATION OF PRINTING EQUIPMENT AS NEEDED. ESTABLISHES SAFETY STANDARDS FOR PROPER USE OF EQUIPMENT AND TRAINS WORKERS IN APPROPRIATE METHODS. MAINTAINS A SAFE AND SECURE ENVIRONMENT FOR EMPLOYEES AND INMATE WORKERS.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
RESUME MUST BE SUBMITTED WITH APPLICATION. (ANNOUNCE FOR 2 WEEKS)