SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18 CLOSING DATE: 07/18/18 (4:30 PM)

SCDC INTERNAL TITLE: BUSINESS MGR I SCDC POSITION #: 011387
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM
LOCATION: FOOD SER WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10
PAY BAND/LEVEL: 05 A
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 032838 - $ 042420 SCEIS POSITION #: 61016869

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). FOUR (4) YEARS EXPERIENCE IN BUSINESS MANAGEMENT OR PURCHASING OF WHICH TWO (2) YEARS MUST BE IN A SUPERVISORY CAPACITY. KNOWLEDGE OF SOUTH CAROLINA ENTERPRISE INFORMATION SYSTEM (SCEIS), SAP AND MICROSOFT OFFICE SYSTEMS.

DESCRIPTION OF DUTIES:
APPROVE THE PROCUREMENT OF ALL GOODS AND SERVICES, TO INCLUDE BID PREPARATION AND MAINTENANCE OF RELATED DOCUMENTS. PROVIDE TECHNOLOGICAL ASSISTANCE TO THE FOOD SERVICE ADMINISTRATOR AS NEEDED. ASSIST AND APPROVE PROCUREMENT OF ALL GOODS AND SERVICES TO MONITOR AND EVALUATE CURRENT COMMODITY MARKETS, TRENDS, NEW PRODUCTS AND MAKE RECOMMENDATIONS TO THE FOOD SERVICE ADMINISTRATOR. MAINTAIN, INSPECT AND AUDIT FOOD SERVICE BRANCH INVENTORIES. PERFORM ADMINISTRATIVE DUTIES TO INCLUDE PERSONNEL ISSUES, CORRESPONDENCE AND OTHER RELATED DUTIES. SUPERVISE THE ACCOUNTING SECTION. RESPONSIBLE FOR TRACKING CONTRACTS OF FOOD AND NON-FOOD ITEMS, BILLING THIRD PARTIES AND NATIONAL SCHOOL & BREAKFAST AND LUNCH PROGRAM.
COMMENTS:
THIS POSITION IS RECRUITED THROUGH NEOGOV, PLEASE APPLY @ WWW.JOBS.SC.GOV