

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/12/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PRINT SHOP MANAGER SCDC POSITION #: 011574
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD II STATE JOB CLASS: AH15
PAY BAND/LEVEL: 06 D
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 044952 - \$ 059000 SCEIS POSITION #: 61016789

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.

SIX (6) YEARS RELATED PRINTING INDUSTRY EXPERIENCE IN THE AREA OF
ADMINISTRATIVE SERVICES, PUBLIC ADMINISTRATION OR BUSINESS MANAGEMENT;
OR AN ASSOCIATE DEGREE AND EIGHT (8) YEARS RELATED PRINTING INDUSTRY
EXPERIENCE IN THE AREA OF ADMINISTRATIVE SERVICES, BUSINESS MANAGEMENT
OR PUBLIC ADMINISTRATION; OR A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS
RELATED PRINTING INDUSTRY EXPERIENCE IN THE AREA OF ADMINISTRATIVE
MANAGEMENT, PUBLIC ADMINISTRATION OR BUSINESS MANAGEMENT.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION FROM THE ASSISTANT DIVISION DIRECTOR
DIRECTS THE BUSINESS ACTIVITIES FOR THE EFFICIENT OPERATION OF A
PRISON INDUSTRIES - TRADITIONAL PROGRAM FOR A POTENTIAL MULTI-SHIFT
OPERATION IN A CORRECTIONAL SETTING AT THE SCDC PRINT SHOP. PROVIDES
SERVICES TO OUR CUSTOMERS IN THE MOST EFFICIENT AND ECONOMICAL MANNER
WHILE SUPERVISING AND TEACHING INMATES SKILLS THAT CAN BE UTILIZED
UPON THEIR RELEASE. COORDINATES THE PRODUCTION FOR THE SCDC PRINT SHOP
BY ADHERING TO THE SCDC MISSION STATEMENT: SAFETY, SERVICE AND
STEWARDSHIP. TRAIN, SUPERVISE AND EVALUATE EMPLOYEES AND INMATE
WORKERS. MAINTAINS CLOSE CUSTOMER CONTACT TO ENSURE GOOD CUSTOMER
RELATIONS. EXPLORE OTHER AVENUES TO ESTABLISH A LARGER CUSTOMER BASE
AND INCREASE OVERALL SALES. OCCASIONAL TRAVEL REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING
***** FAX RESUME TO 803.896.2173 *****
MUST ATTEND SCDC BASIC TRAINING ***UNTIL FILLED