SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/09/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PLANT MANAGER SCDC POSITION #: 017492
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE COORD II STATE JOB CLASS: AH15
PAY BAND/LEVEL: 06 A
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 039960 - $ 045000 SCEIS POSITION #: 61019688

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.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). ONE (1) YEAR INDUSTRY EXPERIENCE AND TWO (2) YEARS OF SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:
UNDER LIMITED SUPERVISION, MANAGES A DIGITAL EMBROIDERY & TRADITIONAL SEWING OPERATION LOCATED IN CAMILLE GRAHAM CORRECTIONAL INSTITUTION. MANUFACTURES PRODUCTS & PROVIDES SERVICE TO OUR CUSTOMERS IN THE MOST EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING & TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS AND SUPERVISES ASSIGNED PERSONNEL. SUPERVISES PRODUCTION AND COORDINATES DELIVERY OF PRODUCTS & SERVICES AT MINIMAL COST. ENSURES EQUIPMENT IS PROPERLY MAINTAINED. ESTABLISHES A SAFE AND HEALTHY WORK ENVIRONMENT IN ACCORDANCE WITH STATE AND OSHA GUIDELINES. MANAGES INVENTORY, ORDERS SUPPLIES, RAW MATERIALS AND SUBMITS WORK ORDERS. PERFORMS VARIES ADMINISTRATIVE FUNCTIONS. COORDINATES ACTIVITES WITH THE DIVISION OF INDUSTRIES AND INSTITUTIONAL PERSONNEL.
SCHEDULE SUBJECT TO CHANGE BASED ON INDUSTRY DEMANDS.
*** PLEASE FAX RESUME TO 803.896.2173 ***
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
*** RECRUITING-ANNOUNCE POSITION UNTIL FILLED ***