

Class Concept

This is supervisory and administrative work in managing and directing a small group of businesses, or an extremely complex single plant, for profit and to train inmates in an occupational field. Employees oversee and direct a limited group of medium to large sized businesses of moderate complexity or a complex single plant. Included in this class are businesses with a wide variety of products and production processes such as Metal Products; Printing and Duplicating; Sewing and Tailoring; and the Sign Paint and Janitorial Products plants. Employees supervise, plan, direct, review and evaluate the work of subordinates; oversee training; and develop and make major adjustments to methods, procedures, assignments and priorities. Work includes researching and justifying new plants and expansions to existing plants, determining the selling price of assigned product lines, evaluating new products and markets and making the determination whether to add new products or to modify or drop existing products. Employees also review and approve local purchase authorizations, review all orders and assign to subordinate plants, serve as the primary contact to resolve customer complaints, determine the longer term production schedules and priorities for subordinate plants, and normally make the final technical decision regarding plant operations based on input from plant managers. Employees are responsible for enforcing safety regulations, coordinating shipping and transfers between plants, evaluating requests and justifying new equipment purchases. Employees normally oversee and direct an ongoing quality control process consisting of raw material and in-process spot checks and visual final inspections, although some plants may require a more extensive chemical and physical testing procedure for raw materials and finished products. Employees are also responsible for planning for the most effective and cost efficient use of equipment, personnel and space; directing and reviewing monthly in-process and semi-annual inventories; reviewing and resolving any security or inmate disciplinary problems; and directing and coordinating building and equipment maintenance. Work may also include researching and developing new products or services, preparing shop drawings including limited design work, modifying production processes and production lines, developing specifications and preparing invitations for bid, estimating costs, and obtaining price quotes for raw materials. Employees normally work under limited technical and moderate administrative supervision and review, are responsible for inspecting their plants for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the tools, methods, practices, materials and equipment used in all assigned product or service industries.
- Thorough knowledge of the rules, codes, pricing, production and quality standards and other related aspects of all assigned product or service industries.
- Ability to direct and oversee the work in all assigned fields and to instruct and train others in these fields.
- Ability to develop job cost estimates, price out product lines, control production costs, and direct quality control.
- Ability to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships.

Minimum Education and Experience

Bachelor's degree in Business Administration or a related field, or a degree in the related program area from an appropriately accredited institution and a minimum of three years managerial experience; or an equivalent combination of training and directly related experience.