

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. The Correction Enterprise Director I oversees and directs 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. These positions 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. This role also reviews and approves local purchase authorizations, reviews all orders and assigns to subordinate plants, serves as the primary contact to resolve customer complaints, determines the longer-term production schedules and priorities for subordinate plants, and normally makes the final technical decision regarding plant operations based on input from plant managers. The Correction Enterprise Director I is responsible for enforcing safety regulations, coordinating shipping and transfers between plants, evaluating requests, and justifying new equipment purchases. These roles 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. These positions 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. The Correction Enterprise Director I normally works under limited technical and moderate administrative supervision and review, is responsible for inspecting their plants for maintenance needs and for safety hazards, and performs other duties and responsibilities as assigned.

This role assists senior management in the conception and development of policies, procedures, regulations and program planning for a large department/division or agency. Duties include resolving problems and questions presented by subordinate supervisors or managers department wide regarding work processes, policies, organization, or methods. This position compiles and prepares department budgets, annual reports, strategic plans, or special project reports. The role also resolves problems and questions regarding work processes, policies, and organization; examines organizational structure, funding, management methods and makes recommendations for improvement. This position proposes revisions of internal policies as needed and implements changes and communicates Department goals and mission to subordinate supervisor(s); prioritize projects, jobs and/or tasks for supervisor(s) in relation to the long-range Departmental business goals.

The Correction Enterprise Director I has responsibility for the management, supervision and administration of day-to-day custody and security operations in assigned plants.

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
- Thorough knowledge of fiscal/budgetary theories and methodology
- Thorough knowledge of HR practices
- Thorough knowledge of Federal/State policies

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

- Thorough knowledge of Departmental rules and regulations
- Thorough knowledge of inmate custody and program management in correctional settings
- Thorough knowledge of inmate custody practices and procedures to include knowledge of inmate rehabilitation
- Thorough knowledge of effective management and supervision practices
- Skill in motivating, coaching, and leading employees
- 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
- Ability to effectively communicate with a wide variety of employees and inmates
- Ability to think clearly and act appropriately during emergencies or other non-routine events

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 five years of managerial experience; or an equivalent combination of training and directly related experience.

Necessary Special Requirements

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.