

Class Concept

This is supervisory and administrative work in managing and directing half or more of all Enterprise production plants and businesses for profit, and for training inmates in an occupational field. The position functions as a deputy director and oversees and directs the operation of a wide range of businesses including a significant number of technically complex manufacturing and service operations. This role directs business planning, production, product development, budgeting and plant expansions and modifications for their subordinate operations and works with the Director to develop and establish long term goals, objectives, and business strategies. The Correction Enterprise Director II supervises, plans, directs reviews and evaluates the work of subordinates; oversees training; develops and makes major adjustments to methods, procedures, assignments, goals, and priorities. Work includes researching market needs to justify new plants and expansions to existing plants, developing, and establishing long term goals, determining the minimum selling price of assigned product lines and services, evaluating new products and markets, and determining whether to add new products or to modify or drop existing products. This role also reviews and approves purchasing strategies and local purchase authorizations, reviews the largest orders and assigns priorities to subordinate plants, serves as the top contact to resolve customer complaints, reviews and approves the longer-term production schedules and priorities for subordinate plants, and reviews and approves the final technical decision regarding plant operations based on input from group plant managers. The Correction Enterprise Director II oversees and directs an ongoing quality control process consisting of raw material, in-process spot checks and visual final inspections, although some plants may require more extensive chemical and physical testing procedures for raw materials and finished product. This role is also responsible for planning and implementing 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 includes researching and developing new products or services and reviewing and approving modifications to production processes and production lines. This position must inspect their plants for efficiency, maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

Managing the business and financial resources for Correction Enterprises a for profit self-sustaining division with numerous production facilities, or otherwise complex budgets. The Correction Enterprise Director II performs a range of financial and business-related duties associated with specialized areas such as budgeting, auditing, purchasing, planning, and facility management. Typical duties may include strategic planning, maintenance and reporting of financial data, and financial projections. This position is responsible for ensuring compliance with state and federal business standards and practices, policy interpretation, organization of work, and the supervision of professionals engaged in the review and analysis of the fiscal and business operations of the division.

This role includes responsibility for the management, supervision and administration of day-to-day custody and security operations.

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
- Thorough knowledge of budget and business practices, systems, tools, and laws / policies impacting the division
- Skill in motivating, coaching, and leading employees

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

- Ability to direct and oversee production operations in multiple industries and to profitably manage a large conglomerate of for-profit businesses
- Ability to review 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
- Proven ability to make oral and written presentations reaching a variety of audiences
- Demonstrated ability in establishing financial / budgetary and administrative criteria for project funding and control
- Demonstrated ability in overseeing the work of a team of manufacturing professionals
- 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
- Ability to think clearly and act appropriately during emergencies or other non-routine events

Minimum Education and Experience

Master's degree in business administration, public administration, or other discipline related to the area of assignment from an appropriately accredited institution and four years of progressive administrative experience including supervising, planning, and managing a business or governmental program; or

Bachelor's degree, in business administration, public administration, or other discipline related to the area of assignment from an appropriately accredited institution and six years of progressive administrative experience including supervising, planning, and managing a business or governmental program; or an equivalent combination of education and experience.

Necessary Special Requirements

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