

Class Concept

This is supervisory and administrative work in directing and guiding all Enterprise production plants and businesses for profit, and for training inmates in an occupational field. The Correction Enterprise Director III oversees and directs the operation of a very wide-ranging group of businesses including a number of technically complex operations. This role directs all aspects of Enterprise operations including production, product development, marketing, budgeting, cost analyses, plant expansions, and the safety and training programs. The position supervises, plans, directs, reviews, and evaluates the work of subordinates; oversees training programs; develops and establishes policies and guidelines; and makes the final decision on all major adjustments to methods, procedures, assignments, goals, and priorities. Work includes the development of long-range expansion plans, reviewing and approving all requests for plant expansions, new facilities, new equipment, and new business ventures, and making the final decision regarding plant operations based on input from subordinates. The Correction Enterprise Director III monitors expenditures, reviews budgetary needs and develops operating budgets for each cost center or plant and is responsible for the profit and loss of all operations. This role makes the final decisions to resolve major customer complaints, add new products or services, drop existing products and close out unprofitable operations, and functions as a spokesperson for the entire Enterprise program. Work also includes directing and stimulating research and development of new products and production processes, developing, and establishing long range goals, and resolving any inmate security or disciplinary problems. This position is also responsible for planning for the most effective and cost-efficient use of equipment, personnel and space, and performing other duties and responsibilities as assigned.

Work in this class involves managing the business and financial resources for Correction Enterprises, a division with numerous revenue generating enterprises and complex budgets. The Correction Enterprise Director III 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 and oversight for all enterprise operations. 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 facility/division.

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

The position is a member of the senior management staff for their agency, responsible for understanding the effect of relevant industry trends, impact of legislative changes, and other areas of concern associated with their group to management. The position is also responsible for identifying potential changes that may be needed to statutes and rules. This role works closely with other senior level positions within their agency to ensure consistency in the application of agency rules and regulations. The Correction Enterprise Director III reports to a second level executive manager and may speak on behalf of the agency. Work is reviewed through conferences, reports, and a general review of completed work assignments.

Recruitment Standards

Knowledge, Skills, and Abilities

- 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
- Demonstrated ability in establishing financial / budgetary and administrative criteria for project funding and control
- 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

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

- Skill in motivating, coaching, and leading employees
- Ability to direct and oversee production operations in multiple industries and to profitably manage a large conglomerate for profit businesses
- Ability to direct long- and short-term strategies and goals, monitor and control profit and loss of business, monitor and control cash flow, manage inventory levels, implement new programs and resolve major customer complaints
- Ability to build external partnerships and make public presentations
- Ability to think clearly and act appropriately during emergencies or other non-routine events
- Demonstrated ability in overseeing the work of a team of business professionals in a for profit sustaining business enterprise
- Demonstrated ability to work independently and with considerable discretion within the guidelines of state laws, regulations, and policies under the direction of the Agency Secretary/Commissioner
- Demonstrated ability to make well-informed decisions utilizing a high degree of judgment based on extensive knowledge of agency related policies, procedures, and practices
- Demonstrated ability to speak and write effectively and possess excellent communication skills; must be able to present comments, opinions, information, summaries of issues, and conclusions in a logical and concise manner for review by manager

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 six 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 eight 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.