

**DESCRIPTION:** Performs supervisory industrial management work in the manufacture and sale of a wide variety of products to tax supported state agencies. Performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises, through the plant foremen, the overall operation of the various factories--clothing, soap, sign, metal products, furniture, upholstery and print shop.

Determines overall policies, work priorities, scheduling, final inspection and inmate security.

Conducts correspondence regarding correctional industries' products.

Directs operation of the Correctional Industries central office operation.

Assists in the development and direction of a comprehensive program of industrial training for inmates.

Assists in the study and evaluation of sales records and current business conditions which might affect sales.

Assists foremen in ordering materials, scheduling work and in other areas.

Supervises normal production flow of paperwork for the factories.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: manufacturing industry business practices/processes; management/supervisory practices; manufacturing trades; production scheduling/quality controls; inventory control, sales forecasting methods; safety practices; customer service; state purchasing policies/processes; budgeting processes; agency policies/procedures/regulations.

Ability to: communicate effectively; manage/supervise people; read, understand and apply policies/regulations; establish goals and objectives; coordinate activities; evaluate performance; motivate staff and inmates; train staff and inmates; compile/prepare reports.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance during the selection process should request this in advance.)

Bachelor's degree in business administration plus one to three years experience in general industrial management of factory production.

**SPECIAL NOTE:**

Supervision received through frequent conferences, inspections and required reports.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).