

DESCRIPTION: Under administrative supervision, this position has total responsibility for the Cornhusker State Industries Laundry Operation, a financially self-supporting business doing laundry (including pickup and delivery) for contracted customers. Responsible to develop policies and regulations, for strategic planning, safety and security, supervision and training of staff and inmates, production, quality control, equipment, payroll, budget preparation, and reports. Performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a one of a kind position found only in the Department of Correctional Services. This position differs from other laundry manager positions in that this position is responsible for a financially self-supporting business rather than just providing a service for a single state agency.

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.)

Supervision of staff and inmates which includes, but is not limited to, hiring, firing, discipline, performance evaluation and goal setting, training, payroll, etc.

Develops policies and procedures, rules and regulations, operational/production goals and standards, performance standards, etc.

Develops and maintains safety, security and health standards.

Develops quality control processes/procedures and ensures compliance.

Prepares biennial budget for CSI Director's approval.

Responsible for purchasing of all equipment, materials and supplies for business operations which includes developing RFPs for major purchases/service contracts.

Develops and maintains proper inventory controls and records to include shipping/receiving.

Prepared and submits reports as required/directed.

Assists in developing new customers.

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

Knowledge of: agency rules/regulations; laundry operations; business principles/practices; strategic planning processes; management/supervisory techniques; personnel policies; disciplinary processes; state purchasing processes/procedures; general accounting systems; inventory control; customer service principles/practices; marketing; desktop computers and software applications used in business management; industrial equipment used in laundry operations; production scheduling; dispatch planning; budget preparation processes; quality control practices; and, profit/loss methodologies.

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Ability to: communicate effectively with staff, inmates, administrators and customers; apply management/supervisory techniques; establish performance standards; utilize desktop computers and software applications used in business management; develop policies/procedures/processes; assign, review and evaluate the work of others; coordinate activities; counsel/discipline employees regarding work problems; identify problems and develop effective solutions; read, understand, interpret and apply rules/regulations, etc.; establish priorities; and, make independent decisions.

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

Associate's degree in business management plus three years of experience in business management to include staff supervision, marketing, transportation scheduling, customer service and profit/loss. Experience in chemistry or mixing laundry cleaning chemicals. Related experience may substitute for education on a year for year basis.

No felony or domestic abuse related convictions.

SPECIAL NOTES:

Successful applicants will undergo a thorough background screening and drug test. Upon hire, will be subject to medical screening and be required to successfully complete a six-week pre-service training program.

Employees in this class are subject to random drug testing.

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