

CORRECTIONS INDUSTRIES ADMINISTRATIVE SUPERVISOR 2

KIND OF WORK

Supervisory and Administrative Corrections Industries work.

NATURE AND PURPOSE

Under limited supervision, supervises a staff of Corrections Industries Administrative Supervisors 1 and Corrections Industries Production Supervisors. Positions at this level will typically function as Assistant Industries Director, supervising all sales and production in a large manufacturing industry or will have diverse and multiple product lines that require the use of technically complex production processes. A significant percentage of total work time is spent performing administrative responsibilities such as developing the industries' budget and long range planning for industry programs.

Inherent in this classification is responsibility for institution security. All employees are expected to be alert at all times and to report or intervene immediately in any behavior or activity which could affect the security of the institution, or jeopardize the safety of staff, inmates or the public.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, organizes, assigns, and directs the work of subordinate supervisors to ensure that production deadlines and quality assurance standards are met. This is accomplished by establishing production deadlines, coordinating production among product lines, scheduling staff, and determining production standards.

Recommends hiring, promotions, rewards, discipline, separation and grievance dispositions to ensure that qualified employees are hired, retained and treated equitably. This is accomplished by interviewing job candidates and evaluating performance against established standards of productivity and through application of law and appropriate collective bargaining agreements.

Develops training plans to be implemented by subordinate supervisory staff so that production levels are maximized. This is accomplished by assessing training needs, establishing training goals, and directing subordinate staff to write instructional materials and demonstrate new techniques and procedures.

Develops annual sales and budget forecasts for all areas supervised to ensure overall profitability. This is accomplished by determining price and product specifications for new jobs; analyzing monthly profit and cost reports; approving purchase requests, and taking corrective action when necessary.

Establishes annual goals for all product lines supervised to ensure quality production and expansion. This is accomplished by conferring with subordinate staff to develop realistic objectives and methods for goal attainment; developing objective criteria to measure degree of success; preparing progress reports; and implementing corrective actions when goals are not met.

Develops and recommends new products to compliment the current product lines and ensure industry growth. This is accomplished by analyzing new products for compatibility to current operations and for cost effectiveness.

Develops and recommends new or modified designs so that products are manufactured efficiently and meet quality standards. This is accomplished by developing patterns, specifications, drawings, and layouts.

Recommends and evaluates the use of new materials and equipment so that a quality product is produced. This is accomplished by contacting vendors for information on new products, setting up testing processes, and analyzing the costs and benefits of new materials and equipment.

Develops and implements quality control procedures and methods to reduce waste and cost and ensure product quality. This is accomplished by establishing measurable standards and comparing products to the standards.

Develops production contracts with private industries to ensure industry growth. This is accomplished by contacting potential private industries and explaining available opportunities; analyzing cost effectiveness and practicality of project(s); recommending acceptance or rejection of the projects to management.

Directs the marketing and sales functions for all industry products so that full inmate employment is maintained in all shops and business volume sustains the cost of operations. This is accomplished by establishing marketing and sales goals and priorities; developing strategies and long term marketing plans; ensuring development of marketing literature; opening new marketing sectors and new product lines; and ensuring development of promotional activities.

Monitors compliance with OSHA, fire and safety rules, and ACA standards so that all areas supervised are safe and hazard free. This is accomplished by establishing equipment maintenance schedules for subordinate staff; delegating staff to secure hazardous materials; assigning subordinate staff to inspection schedules; and communicating standards through meetings, memos, etc.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Supervisory principles sufficient to select, motivate, direct, and evaluate subordinate staff.

Training principles sufficient to establish a training plan to ensure that subordinate employees understand and learn all aspects of their jobs as well as methods and procedures on new and updated machinery and production processes.

Principles of production/manufacturing planning and development sufficient to design/redesign products and manufacturing methods to meet market demands and cost-benefit considerations.

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Principles of manufacturing processes sufficient to integrate and expand market lines within existing resources.

Principles of marketing and sales sufficient to maximize the industries' sales potential.

Methods of cost analysis and estimating sufficient to determine the effectiveness of product lines and production methods.

Equipment and machinery sufficient to determine set ups, maintenance, and repair needs.

Hazardous waste control methods sufficient to determine storage and disposal methods.

Health and safety standards sufficient to ensure compliance with OSHA standards and fire and safety rules.

Mathematics sufficient to estimate production costs, time and raw materials, and to prepare budget and sales forecasts.

Ability to:

Supervise and motivate subordinate staff.

Design training plans for subordinates to ensure that they have the necessary skills to supervise inmates.

Communicate orally sufficient to train, direct, and motivate subordinate staff and to establish and maintain effective working relationships with other production areas, vendors, and customers.

Communicate in writing sufficient to clearly and concisely complete instructions and management reports.

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T.C.:  
Former Title(s):