

DIRECTOR - CORRECTIONS INDUSTRIES

KIND OF WORK

Managerial work directing the Industries' Programs at a Correctional Facility.

NATURE AND PURPOSE

Under the administrative direction of the Chief Executive Officer, directs all facets of the industries programs within a medium/large Correctional facility. This includes planning, implementing, and evaluating the application of raw materials and equipment, fiscal, human, and technical resources to respond to the industries' current and long-range projected needs. These class concepts are illustrated in the October 1990 benchmarks from MCF-Stillwater, MCF-St. Cloud, and MCF-Lino Lakes.

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

Manage the manufacture, sales, marketing, and product development for all of the industries' product lines to ensure the production of quality goods which meet the specifications of customers and ensure employment and training for a maximum number of inmates. This is accomplished by developing manufacturing and marketing policies and procedures for all product lines; developing quality assurance standards; establishing the industries work plans and projected production goals; and establishing marketing strategies.

Develop and administer the industries' budget based on projected operation costs and profits so that production and sales objectives are met in a timely and efficient manner within fiscal limitations. This is accomplished by analyzing and projecting sales and manufacturing expenses and adjusting production to these resources.

Recommend prices for goods and services to ensure that competitive prices are established and that they are adequate to cover manufacturing costs. This is accomplished by analyzing the cost of raw materials, labor, and other production items; analyzing market and price data, and adjusting prices accordingly.

Establish the industries' quality assurance standards to ensure customer satisfaction and to comply with the requirements of applicable regulatory bodies. This is accomplished by studying and integrating standards into goals, procedures and work plans.

Direct the industries' supervisors so that they effectively perform their job duties and contribute to the achievement of the industries' objectives by: selecting appropriately skilled and experienced employees, rewarding or disciplining employees; recommending promotion, suspension, discharge or change in status; and training and directing employees in the execution of their job duties.

Organize staff into effective work units to ensure an efficient use of resources and quality products. This is accomplished by evaluating fiscal and human resources in relation to production needs.

Provide for the safety of both inmates and staff so that the production process will not impair the health and functioning of workers. This is accomplished by determining the safety and degree of hazard presented by the physical plant, production equipment, raw materials and industrial waste and ensuring that necessary changes are made to procedures and the work environment.

Develop contracts with private sector companies to provide meaningful work for inmate employees. This is accomplished by advertising services; assessing market trends and customers needs/desires; determining that the industry is capable of adding to or altering its production capability to produce a product line; and negotiating terms, prices, quality standards, production rates and general operating conditions of contracts with company officials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Managerial principles sufficient to plan, organize, and direct all facets of the industries' programs.

Managerial principles sufficient to plan, organize, and direct the performance of a large staff directly and through subordinate supervisors to ensure efficient and productive use of employees.

Manufacturing methods and practices sufficient to ensure procurement of necessary raw materials and equipment, establishment of general manufacturing procedures, and appropriate and efficient use of staff.

Principles of marketing and pricing sufficient to develop sales and marketing policies and strategies, direct surveys on costs and marketing conditions, develop methods of lowering production costs, and establishing competitive prices.

Financial planning and budgeting sufficient to develop short and long range production plans and budgets for the industries.

MN Department of Corrections policies and security procedures sufficient to ensure safety of inmate workers and industry staff.

Workplace safety principles, practices and the statutes and rules that govern them sufficient to develop an industrial setting that mitigates the hazards related to production, materials, and equipment.

Quality assurance principles, procedures and methods sufficient to engage all employee and inmate personnel in an ongoing program that seeks improved and innovative methods of production and service.

Ability to:

Manage and motivate industry staff.

Promote creativity in staff so that new products and enhancements to existing products are introduced into the industries' product lines.

Create good will and cooperation among employees, inmate workers, customers, and competitors.

Communicate orally and in writing so that the industries' goals and requirements are understood.

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