

Manufacturing Manager

Job Code
4099A2

Job Title
Manufacturing Manager

Pay Grade
30

CONCEPT:

This is administrative and planning work in product development and manufacturing. Work involves the development and production of new products; design and layout of plants and production facilities; and the supervision of sales and marketing program staff.

TASKS:

- Contacts state, county, and city governments to identify new markets for products or services that could be provided.
- Provides technical support and liaison to the Industries Advisory Council comprised of business and industry leaders.
- Develops long range plans for programs to include both state operated and private sector programs. Planning includes recommending legislative changes, general policy adjustments, and system designs.
- Supervises sales and marketing staff, factory managers; selects other staff.
- Responsible for the development of new industries produced; plans, coordinates and promotes new industry programs; engineers and develops prototypes for new projects; designs new industry plant facilities.
- Establishes manufacturing cost estimates and prices manufactured items; monitors expenses for overhead and costs of goods sold; estimates sales and future projects.
- Develops and evaluates the effectiveness of procedures for the systematic flow of job orders, shipping and receiving reports and documents used in the manufacture and sale of goods.
- Directs the operation of the warehouse; develops procedures for receiving and shipping manufactured products and the storage of raw materials; prepares shipping schedules.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Four years of production work experience in the manufacture of consumer goods, including one of supervisory experience. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements:

Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless promoting, transferring, or demoting from another designated position with the Kansas Department of Corrections. Some positions in this class may require a Valid driver's license.

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