

Correctional Industries Manager

Job Code	Job Title	Pay Grade
4046A4	Correctional Industries Manager	26
4047A4	Correctional Industries Manager Senior	28

CONCEPT:

Managerial work directing an industry at a Kansas Corrections facility.

TASKS:

CIM

- Administers the production operations of a correctional industry; executes established operation schedules.
- Coordinates and monitors use of materials and supplies for efficient use and storage to minimize costs; checks material and supply inventories and notifies supervisor of depletions to meet anticipated operation schedules; ensures appropriate delivery of materials and supplies to and from the industry.
- Operates a quality control program to ensure quality is equivalent to or exceeds prescribed standards and commercial products and services; inspects operation throughout process to ensure quality work and compliance with industry regulations.
- Oversees the disposal of industry by-products to ensure compliance with laws and regulations.
- Conducts research for development and testing of new products or operation processes.
- Oversees maintenance of the building and equipment utilized in the industry to ensure compliance with applicable laws and regulations.
- Trains, assigns and reviews the work of inmates; communicates and enforces safety and security regulations; assists in coordinating inmate employment and security according to laws and regulations.
- Coordinates industry operations with federal and state agencies and private associations and individuals.
- Oversees staff in arranging and preparing promotional activities and materials of industry services and products.
- Monitors and informs supervisor of the progress of operations; responsible for industry operation in the absence of manager.

CIM Sr

- Directs, schedules and coordinates the activities of an industry; establishes and issues efficient operation schedules.
- Determines the equipment, material and supply requirements necessary to meet anticipated operation schedules and places orders; prepares specifications for acceptable and affordable materials and supplies; tracks inventory and operation records to ensure anticipated demand equals supply.
- Plans and directs accounting and inventory control procedures; controls and directs the receiving, handling, storing and loading activities of materials, products and supplies to minimize loss, damage and delivery errors, cost and transportation time.
- Establishes a quality control program to ensure product quality is equivalent to or exceeds prescribed standards, commercial products and services and customer expectations. Responds to customer complaints and concerns related to work quality.
- Arranges for the proper disposal of industry by-products according to laws and regulations.
- Develops and recommends appropriate pricing guidelines for industry products and services.
- Directs the maintenance of industry buildings and equipment to ensure compliance with applicable laws and regulations; keeps an adequate inventory of parts and supplies necessary to make repairs on industry buildings and equipment.
- Designs prototypes and develops specifications for new or revised products or operation processes as requested.

- Supervises and trains subordinate staff and inmates by assigning and reviewing work; coordinates the employment of inmates in the industry operation; establishes and enforces security procedures according to laws and regulations.
- Confers with representatives of federal and state agencies, private associations and individuals to coordinate industry operations and to promote products and services; develops and recommends promotional activities and materials of industry services and products.
- Monitors and informs supervisor and customers of the progress of operations; projects cost estimates for operations to manage expenses for a profit; tracks financial progress and informs supervisor.

LEVELS OF WORK

- Class Group consists of two classes.

Correctional Industries Manager – This is technical and limited managerial work assisting in directing an industry at a Kansas Corrections facility. Work involves assigning and overseeing inmates receiving on-the-job training in an industry operation; implementing operation schedules; tracking material and supply inventories; operating a quality control program for conformance to standards and regulations; overseeing maintenance of industry equipment and buildings. Incumbents assist in promoting the financial success of the industry.

Minimum Requirements: Six month of experience in the type of industry to be managed. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions 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 the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions may require a valid driver's license.

Correctional Industries Manager Senior – Work involves planning, developing and directing an industry operation providing on-the-job training to inmates; supervising subordinate staff and inmates; developing and issuing operation schedules; determining specifications and requirements for materials and supplies and placing orders; establishing a quality control program for conformance to standards and regulations; directing maintenance of industry equipment and buildings; promoting the industry to potential customers. Incumbents are responsible for the financial success of the industry.

Minimum Requirements: One year of experience in supervising production work in a manufacturing environment in the type of industry to be managed. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions 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 the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions may require a valid driver's license.

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