

## CORRECTION ENTERPRISE DIRECTOR IV

This is supervisory and administrative work in managing and directing half or more of all Enterprise production plants and businesses for profit, and for training inmates in an occupational field. The position functions as a deputy director and oversees and directs the operation of a wide range of businesses including a significant number of technically complex manufacturing and service operations. Employees are responsible for directing business planning, production, product development, budgeting and plant expansions and modifications for their subordinate operations, and for working with the Director to develop and establish long term goals, objectives and business strategies.

Employees supervise, plan, direct, review and evaluate the work of subordinates; oversee training; and develop and make major adjustments to methods, procedures, assignments, goals and priorities. Work includes researching market needs to justify new plants and expansions to existing plants, developing and establishing long term goals, determining the minimum selling price of assigned product lines and services evaluating new products and markets and making the determination whether to add new products or to modify or drop existing products. Employees also review and approve purchasing strategies and local purchase authorizations, review the largest orders and assign priorities to subordinate plants, serve as the top contact to resolve customer complaints, review and approve the longer term production schedules and priorities for subordinate plants, and review and approve the final technical decision regarding plant operations based on input from group plant managers. Employees oversee and direct an ongoing quality control process consisting of raw material, in-process spot checks and visual final inspections, although some plants may require a more extensive chemical and physical testing procedures for raw materials and finished product. Employees are also responsible for planning and implementing for the most effective and cost efficient use of equipment, personnel and space; directing and reviewing monthly in-process and semi-annual inventories; reviewing and resolving any security or inmate disciplinary problems, and directing and coordinating building and equipment maintenance. Work includes researching and developing new products or services, and reviewing and approving modifications to production processes and production lines. Employees inspect their plants for efficiency, maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan monthly/annual work and production goals, and do the long term planning related to adding or deleting product lines, changing production processes, expanding facilities, and purchasing major new equipment. Objectives, goals, priorities and deadlines are usually developed and established for a one to three year period.

Organizing and Directing - Employees evaluate and approve all major changes in production operations, methods and procedures, develop and establish major priorities and goals, oversee and direct the distribution of materials and products between plants, resolve major customer complaints, direct the research and development of new products, and develop, review and approve all policies concerning work rules and production, marketing and business operations.

Budgeting - Employees normally have a significant involvement in developing and administering budgets concerning plant production costs, conducting cost analyses and evaluating and setting product selling prices.

Training - Employees evaluate needs and direct and oversee on-the-job training for both subordinates and inmates; and will occasionally recommend an outside seminar.

Setting Work Standards - Employees develop, review and approve work rules governing production operations, use industry standards for quality standards, and set production goals and schedules as a form of quantity standards.

Reviewing Work - Employees receive customer feedback, occasionally spot check plant work and check major projects more thoroughly. Employees are responsible for making the final technical decisions concerning major work and production operations, and have the authority to accept, amend or reject work.

Counseling and Discipline - Employees oversee and direct discipline for inmates, will resolve informal complaints and grievances from subordinates and participate in formal actions, and normally have the authority to administer oral and written warnings to subordinate group managers, plant managers and supervisors.

Performing Other Personnel Functions - Employees review and screen applications for plant and group managers, direct joint interviews and evaluations, make the final choice and recommend it to the director. Employees also conduct or oversee all performance evaluations.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually stable with only infrequent changes in rules, procedures, production methods, equipment or objectives and goals. Environmental rules change more frequently.

Variety of Work Supervised - Employees normally review technical decisions in five or more main production operations or work fields, along with reviewing and approving technical decisions in equipment/facilities repair.

Number of Employees Responsible For - Employees supervise and direct one hundred to three hundred subordinates along with one thousand or more inmates.

III. EXTENT OF SUPERVISION RECEIVED: Employees work under limited administrative and very limited technical supervision. Some very major projects or production goals may be set by the director.

## IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees normally supervise two shifts.

Fluctuating Work Force - Subordinate supervisors are usually stable but inmates assigned and turnover among inmates will fluctuate a great deal.

Physical Dispersion - Employees supervise a very large work force scattered at multiple plant locations.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the tools, methods, practices, materials and equipment used in all assigned product or service industries. Thorough knowledge of the rules, codes, pricing, production and quality standards and other related aspects of all assigned product or service industries. Ability to direct and oversee production operations in multiple industries and to profitably manage a large conglomerate of for profit businesses. Ability to review job cost estimates, price out product lines, control production costs, direct quality control, and the ability to communicate effectively, to supervise and direct subordinates, and to establish and maintain effective working relationships.

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Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in Business Administration or a related field, or a degree in the related program area and a minimum of six years managerial experience; or an equivalent combination of training and directly related experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.