

OCI MANUFACTURING OPERATIONS COORDINATOR

Basic Purpose:

Under the direction of the Administrator of OCI, positions in this job coordinate and manage multiple manufacturing operations involving the production and provision of goods and services.

Typical Functions:

- Prepares, implements and executes short, mid, and long-range strategic operations plans to include budgeting & financial management, offender worker numbers, product enhancements, right-sizing the operations and developing new products and services.
- Establishes and executes supply-chain and procurement controls and processes to ensure effective and timely receipt of materials for production.
- Establishes and executes production controls and processes to ensure all customer orders are tracked during production, scheduled for timely shipment, and properly invoiced.
- Establishes and executes an effective and efficient transportation system for the timely delivery of customer products.
- Establishes and maintains inventory controls to assure the right balance between the value of inventory on hand and that necessary to meet production requirements for customer orders.
- Establishes and maintains cost controls to ensure the most effective and efficient processes are in place for the production of high quality products and services at competitive prices.
- Establishes and maintains sound working relationships and cooperative arrangements with DOC facility staff, customer organizations and OCI private partners. Maintains a business climate which attracts and retains a diverse staff of highly motivated and efficient employees.

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Knowledge, Skills, and Abilities:

Knowledge and skill in problem solving and quality control policies and procedures, and of lean manufacturing processes in multiple operations in the manufacturing industry; of product demand and the life cycle of equipment production planning processes at multiple plants; of production tool tracking, capacity verification, engineering change and tracking, technical information tracking, performance indicator dashboarding; of generally accepted accounting principles, profit and loss statements, and of managing an operations budget. Ability to work with limited supervision and to supervise multiple managers and employees; to accept additional responsibilities and comply with all department and correctional industry policies and procedures; to communicate effectively both orally and in writing; and to develop and present detailed project plans and proposals.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's Degree in business, engineering, management or a closely related field, and five (5) years of management experience in a business environment, in production of goods or services, accounting, engineering, or personnel management, two years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Preferred Qualifications: Master's Degree in business administration (MBA), engineering, or a closely related field, and eight (8) years management experience as a plant manager in a high volume manufacturing environment.

Note: Some positions may require extensive knowledge of information technology hardware and software, including network management, hardware and software maintenance, software development and telecommunications.