

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
DIRECTOR OF CORRECTIONAL ENTERPRISES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Central Office, 24 Wolcott Hill Road, Wethersfield, CT
Job Posting No: 00083570
Hours: Monday – Friday 8:00 – 5:00
Salary: \$90,282 - \$123,104 (annually)
Closing Date: November 4, 2016

This position is responsible for the development and administration of all revenue generating operations within the Correctional Enterprises Division as well as for reentry and vocational skills program development and administration associated with Correctional Enterprises. The division is comprised of 12 individual production shops and a central office. The production shops are located within our Correctional Institutions and revenue generated is roughly 8 Million dollars annually. Production shops include; Textile, Laundry, Print, Embroidery, Wood I Furniture, Upholstery, License Plate, Graphic Arts I Sign, and Plastic Bags. In fiscal year 2016, Correctional Enterprises provided goods and services to over 200 customers, including 42 state agencies. Correctional Enterprises produces and provides goods and services to state agencies, municipalities and nonprofit organizations while offering inmates an opportunity to develop vocational, occupational and soft skills to help prepare them for successful reentry into society.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of modern concepts of industrial/enterprise management; considerable knowledge of principles and practices of marketing and salesmanship; knowledge of aim and objectives of a modern correctional enterprise programs; knowledge of cost accounting principles and industrial budgeting and cost control techniques; knowledge of principles of in-service training; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Ten (10) years of experience in manufacturing.

Special Experience: Four (4) years of the General Experience must have been in a managerial capacity

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Preferred Experience: Ideal candidate will have previous experience as follows: Developing and/or administering reentry and/or vocational skills/vocational training programs including: planning, coordinating and managing program activities, formulating program goals and objectives and developing or assisting in the development of related policy; Analyzing, evaluating and interpreting data and measuring performance; Utilizing continuous improvement techniques such as LEAN, Six Sigma, ISO and/or 5S.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a detailed cover letter, a resume, an Application for Employment (CT-HR 12) which is available at http://das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf to:

Uma Arun, HR Specialist
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.