



## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and procedures of industries management and the ability to apply such knowledge in the direct supervision and control of the Correctional Industries Program; a thorough knowledge of budgetary, manufacturing and sales techniques and the ability to apply such knowledge in preparation and execution of an Industries Budget and in the formulation of sound manufacturing and sales procedures; the ability to develop and administer plans and procedures toward the improvement of the Correctional Industries Program; the ability to interpret and explain institutional policies, plans, objectives and rules and regulations, both of a industrial and security nature, to subordinate personnel; the ability to establish and maintain effective working relationships with superiors, associates and other public and private agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from college of recognized standing with specialization in Business Administration; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a public agency or private industry involving the operation and direction of various business management services and activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 12, 2005