



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5125

ASSISTANT DIRECTOR, PENITENTIARY INDUSTRIES

GRADE L

SCOPE OF WORK:

Responsible for the management of daily operations for Rough Rider Industries (RRI) located within the secured perimeter of the James River Correctional Center (JRCC) in Jamestown. This individual reports directly to the Rough Rider Industries Director headquartered in Bismarck.

DUTIES PERFORMED:

- Manage all personnel functions for staff and inmates working in the facility.
- Coordinate and serve as Chief of Security for all security functions related to the orderly running of a correctional industry facility.
- Enforce all security policies and procedures and ensure that inmates adhere to the inmate handbook.
- Plan, manage, and coordinate the development, production, and maintenance of inventory; control the quality of finished goods.
- Maintain production equipment, coordinate delivery of raw materials, and oversee the loading of finished product.
- Develop and manage the billing system for materials and production structures; track and monitor job costs.
- Determine plant layout and workstations; coordinate work orders and shipping instructions.
- Provide data and technical assistance for budgets; monitor revenue and expenses.
- Oversee all data processing functions.
- Develop and enforce administrative policy and procedures as they relate to JRCC.
- Develop and ensure that all policies and procedures relating to safety are current and enforced; train all staff and inmates in these procedures prior to placement at workstations.
- Develop and maintain policies and procedures to comply with ACA accreditation.
- Serve as a liaison between RRI and JRCC to ensure communication and cooperation exist between security staff and RRI personnel.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business, management, or a closely related field; or an equivalent number of years of course work and work experience in the industry being directed and three years of upper management experience in an environment similar to a manufacturing or industrial setting.

Effective Date: 09/87

Rev: 01/99 – Revise duties and responsibilities, add working condition factor; updated to current format

Rev: 07/12 – Conversion to Hay System