

Oklahoma Department of Corrections
Unclassified Job Descriptor

OCI COORDINATOR

Basic Purpose:

Positions in this job coordinate and manage the operations of multiple, geographically dispersed, for-profit manufacturing plants for Oklahoma Correctional Industries (OCI). Positions are responsible for all aspects of plant operations and ensuring each achieves production, quality, and safety goals.

Typical Functions:

- Responsible for managing multiple plant operations, local engineering, quality control, logistics, administration and human resources functions for assigned plants; accountable for product quality, delivery, cost, scheduling, performance, reliability and variance from operating budget.
- Leads all aspects of manufacturing, systems integration, inventory and supply chain management; manages transportation logistics and deployment of personnel and product to meet customer demands; develops and submits for approval short and long range strategic production plans.
- Assists in defining and implementing the strategic marketing and operational plan with a focus on operations to ensure continued growth. Continually seeks, obtains and distributes additional lead sources for the Sales Representatives.
- Serves as an integral member of the OCI product development team. Manages the design, implementation and maintenance of new processes, systems, procedures, and tools; leads special projects for OCI as assigned.

Knowledge, Skills, and Abilities:

Knowledge of quality control policies and procedures for the manufacturing industry; of demand and production planning processes at the plant and multiple plant levels; of production tool tracking, capacity verification, engineering change and tracking, and technical information tracking. Ability to mentor/develop managers and other contributors; to carry out manufacturing; to manage multiple plants; to manage an operating budget; and to develop short and long term workforce plans.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in business, engineering, or closely related field and two (2) years of experience in a progressively responsible, professional role in a manufacturing or sales environment; OR six (6) years of supervisory/management experience in manufacturing or sales; OR an equivalent combination of education and experience.

Preferred Qualifications: Master's degree in business administration (MBA), engineering or closely related field and four (4) years of experience as a plant manager in a high volume manufacturing environment.