

OCI PARTNERSHIP OPERATIONS COORDINATOR

Basic Purpose:

Under the direction of the Administrator of OCI, positions in this job coordinate and manage multiple partnership operations involving the production and provision of goods and services, product or service sales, and a wide variety of additional business functions.

Typical Functions:

- Prepares, implements and executes short, mid, and long-range strategic operations plans to include budgeting & financial management, offender worker needs in partnership operations, space requirements, facility coordination, and recruitment of partners in the private and public sectors.
- Acts as the primary contact and resource for the pursuit and securing of potential partnerships. Performs front-end assessments and analysis of proposals from potential partners and prepares or presents a report to the administrator of OCI. Performs the negotiation, initiation, and composition of all private partnership contracts negotiating the best overall value for OCI.
- Negotiates contracts with private partners involving but, not limited to, determinations for hourly rates, numbers of workers, furnishings, technical requirements, space, supervision, security and safety of partnership operations.
- Performs reviews of current and existing contracts to identify contract expirations and coordinates with appropriate stakeholder(s) to determine contract renewal disposition.
- Coordinates with OCI manufacturing and computer operations staff to provide necessary furnishings and technology functions for contracted partners.
- Establishes and maintains inventory controls to assure the right balance between the value of inventory on hand and that necessary to meet production needs of private sector partnership operations.
- Establishes and maintains cost controls to ensure the most effective and efficient processes are in place for oversight of private partnership operations.

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- 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.

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.