

PRODUCTION MANAGER

Code No: 3-18-344
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position in a school district responsible for overseeing the planning, production and shipping of the Elementary Science Program kits. The employee reports directly to and works under the general supervision of the Director of Elementary Science Program. Direct supervision is exercised over School Aides. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Assists the department director in reviewing, reorganizing and planning existing and new kit production procedures;

Meets with Shipping Department personnel to determine kit production and distribution schedule;

Supervises kit production workers;

Plans, assigns and coordinates production staff schedules;

Conducts weekly meetings with production personnel;

Insures efforts to fill back orders of refurbished kits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of production practices and procedures; supervisory skills; organizational skills; ability to develop production schedules; ability to establish and maintain effective working relationships; ability to communicate effectively; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience* in a production (product assembly) environment including scheduling, one (1) of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree, plus two (2) years experience as described in (A) above, one (1) of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

*Experience does not include, clerical, secretarial or receptionist duties.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 5, 1995

REVISED: September 4, 1997