

ADMINISTRATOR III - Special Appointment Position

Chief Development Officer

Recruitment #16-006096-0013

DEPARTMENT DPSCS-Maryland Correctional Enterprises

DATE OPENED 12/23/2016 3:45:00 PM

FILING DEADLINE 1/6/2017 11:59:00 PM

SALARY \$49,899.00 - \$80,078.00/year

EMPLOYMENT TYPE Full-Time

HR ANALYST Sharon Grant

WORK LOCATION Howard

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Introduction

When you work for MCE, you're not just performing a job - you're changing a life!

Maryland Correctional Enterprises (MCE) is the prison industry arm of the Department of Public Safety & Correctional Services (DPSCS). Our goal is to teach our inmate workforce the technical skills and work ethics needed to obtain employment after they are released. With business units located at correctional facilities across the state, we are able to provide customers with innovative, manufactured products and services at competitive pricing. For more information, visit us online at www.mce.md.gov

This is a Special Appointment position and serves at the pleasure of the Appointing Authority.

GRADE

18

LOCATION OF POSITION

7275 Waterloo Road, Jessup, Maryland 20794 (Howard County, Maryland)

Main Purpose of Job

The main purpose of this position is to identify, plan, develop and implement new business units, industries and services for Maryland Correctional Enterprises (MCE) in order to expand inmate employment and training. This position is also responsible for oversight of Safety and Compliance, Policies and Procedures and the Continuing Allocation of Reentry Services (CARES) program within Maryland Correctional Enterprises.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university.

Experience: Two years of experience in identifying, planning, writing and implementing business plans.

DESIRED OR PREFERRED QUALIFICATIONS

The ideal candidate will possess the following:

- Experience in the supervision of subordinate employees and overseeing and managing the operations of a unit that has diverse responsibilities
- Knowledge of writing, reviewing and auditing compliance of agency policies and procedures
- Knowledge of investigative procedures (investigation of employee misconduct, etc.)
- Strong writing and computer skills
- Exceptional organizational, interpersonal and communication skills
- Exceptional work ethics

SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation maybe a rating of your application based on your education, training and experience as it relates to the requirements of the position. It is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work.

Education obtained outside of the U.S., a copy of the Equivalent American Education as determined by a Foreign Credential Evaluation service **MUST** accompany the application.

All information concerning your qualifications must be submitted by the closing date of this bulletin. Information submitted after the closing date will not be considered. Successful candidates will be ranked as Best Qualified, Better Qualified or Qualified and placed on the employment (eligible) list for a period of one (1) year.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

Resumes will not be accepted in lieu of completing the online or paper application. Online applications are STRONGLY preferred. If the online application process is not available, please send your State of Maryland application and supplemental questionnaire (if applicable) to:

HRSD-Recruitment Examination and Retention Unit

Attn.: S. Grant

Recruitment Number: 16-006096-0013

6776 Reisterstown Road, Suite 309

Baltimore, MD 21215

For questions or for additional information call: 410-585-3406

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

TTY Users: call via Maryland Relay

We thank our Veterans for their service to our country, and encourage them to apply.