

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.) MOORE, TONI	8. Department/Agency DOC-HURON VALLEY CORR COMPLEX
3. Employee Identification Number 195588	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description ADMINISTRATIVE MANAGER-3	10. Division
5. Working Title (What the agency calls the position) Administrative Manager	11. Section Administration
6. Name and Position Code Description of Direct Supervisor HOWARD, JEREMY F; SENIOR EXECUTIVE WARDEN	12. Unit
7. Name and Position Code Description of Second Level Supervisor BREWER, SHAWN D; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3201 Bemis Rd, Ypsilanti, MI 48197 / 80 hours biweekly
14. General Summary of Function/Purpose of Position This position oversees a variety of functions covering food service, maintenance, mailroom, warehouse, quartermaster, prisoner store operations, accounting, budget, and purchasing. The incumbent provides overall direction in the above areas to the benefit of staff and prisoners. Functions as the liaison between the facility, Jackson Business Office, Central Office of MDOC, as well as other state departments and agencies, including various components of DTMB and Treasury. Directs efforts to optimize use of appropriations and staff efficiency.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 25

Manages facilities appropriation. Responsible for reports, projections, capital outlay dealing with authorized funding. Monitors facility Spending Plan and Prisoner Benefit Fund.

Individual tasks related to the duty:

- Prepare facility spending plan and current service baseline annual request, following DOC and DTMB guidelines.
- Prepare monthly projections reports, keeping the facility and department current on financial positions.
- Prepare and issue working budgets to all operational areas of the facility.
- Monitor expenditures and make adjustment for changing budgetary requirements at the facility.
- Approve and interpret MAIN requests and information.
- Prepare numerous operational surveys for Central Office covering specific expenditures.
- Analyze staffing, payroll and overtime to meet facility mandated turnover savings.
- Provide fiduciary overview and directions to the Prisoner Benefit Fund, sitting on operating committee. Meet monthly in a face-to-face setting inside the secure facility.
- Provide direction on Prisoners Store operations/ Friends and Family Package Program operations.
- Making budgetary decisions that directly impact on prisoner's living environment, store, mailroom, and prisoner funds.

Duty 2

General Summary:

Percentage: 20

Authorize and manage the purchase for all facilities operational expenditures covering appropriated and fiduciary funds.

Individual tasks related to the duty:

- Based on expenditures forecast, judge the impact of changing mandates, both legal and departmental, on the facility and provide direction and guidance to all divisions in the facility to assist in meeting these changes.
- Provide direction to all divisions in the facility to aid in remaining within approved spending plan.
- Review and approve all expenditures of state appropriated and fiduciary funds.
- Assist in preparing specifications for equipment purchases.
- Maintain up-to-date understanding of the state's purchasing rules and regulations.
- Respond to prisoner correspondence dealing with their accounts, mail and other related concerns.
- Perform audit and review of compliance with generally accepted accounting procedures.
- Set purchasing restrictions and approved vendors for prisoner use within policy.
- Establish operating budgets for all areas of the facility as well as the prisoner benefit fund.

Duty 3

General Summary:

Percentage: 20

Provide leadership and oversight of Maintenance and Physical Plant operations, ensuring timely submission of PPC requests to support current and projected projects. Review and recommend approval of procurement requests for supplies and services necessary to support maintenance activities.

Individual tasks related to the duty:

- Prepare Maintenance Operating Projects request, Lump Sum and Capital Outlay Request. Oversee the completion of these projects.
- Represent the facility in dealings with Central Office, DTMB and contractors performing construction at the facility.
- Act as DTMB, Real Estate Division, local representative as it relates to encroachment of facility grounds.
- Oversee the prioritization of internal special maintenance projects.
- Act as an interface between these areas of operations and other facility divisions and unit, as well as with the Jackson Business Office.
- Act as an interface with prisoner groups, forum and prisoners on a one-to-one basis within the secure perimeter.
- Perform a minimum of two inspections weekly inside and outside maintenance areas.
- Approve all purchases made by the maintenance area.
- Address grievances either by interviewing prisoner grievant(s) or by reviewing staff responses to grievance.

Duty 4

General Summary:

Percentage: 15

Overview and manage mail room staff and operations.

Individual tasks related to the duty:

- Observe operations daily to ensure compliance with policy directives and operating procedures.
- Address grievances either by interviewing prisoner grievant or by reviewing staff responses to grievances.
- Schedule staff vacations and approve requests for annual and or sick leave.
- Address any requests for information from staff about rejections or other mail issues.
- Act as an interface between these areas and other facility divisions, as well as with the Jackson Business Office.
- Respond to phone calls and written communication from prisoners and their family members/supporters about mail and money issues.
- Schedule staff vacations and approve requests for annual and or sick leave.

Duty 5

General Summary:

Percentage: 10

Administrative oversight and interplay with other department areas and prisoners. Also represent facility as it interacts with the public and vendors.

Individual tasks related to the duty:

- Member of Executive Committee.
- Meet with staff from all operations within the facility on areas of common concern.
- Prepare operational procedures for administrative section.
- Meet with representatives of the community and businesses as a liaison for the Department and the facility.
- Respond to prisoners' questions and grievances. Meet with them routinely on a one-to-one basis, dealing with controversial issues. Daily, weekly and monthly contact with prisoners.
- Meet with vendors that deal with all areas of the facility and respond to their inquiries.
- Request bids for services required at the facility as well as for prisoner business, i.e. vending, etc.
- Meet with contractors performing work at the facility.
- Interface with the Jackson Business Office staff on issues pertaining to the facility.
- Make rounds daily as needed in all areas of the facility, and correct issues as they are encountered. Responsible for the general condition and upkeep of the facility.

Duty 6

General Summary:

Percentage: 10

Overview and guidance of food services.

Individual tasks related to the duty:

- Manage and provide oversight for food service prisoner worker payroll and attendance rosters.
- Meet with Food Service Director and assist with management decisions affecting the prisoner population and staff.
- Provide oversight for the food service staff mentoring program and all documentation and reports relating to food service.
- Provide oversight for the facility Meal Count system, accounting for all staff and prisoner meals provided.
- Conduct regular meetings with Food Service Director and Food Services Staff.
- Provide oversight and guidance for all prisoner and staff food service issues, working closely with the Food Service Director to resolve issues as they arise.
- Review Food Cost Analysis reports in COMs along with receiver verification for accuracy.
- Address grievances either by interviewing prisoner grievant(s) or by reviewing staff responses to grievance.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Budget and expenditure overview of any and all purchases for the facility – all areas of the facility including prisoners are affected by these decisions. Change administrative section to adapt to the changing environment of MDOC operations - all areas of facility are affected.

17. Describe the types of decisions that require the supervisor's review.

Policy interpretation when the consequences may set precedence or have far reaching effect of the facility or Department.
Final budget approval.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The Administrative Manager may be called on to lift items over 10 lbs., prolonged standing and walking in all weather conditions. This is done daily/weekly and can be intensive. Interaction with prisoners who may or may not be disgruntled, creating a potentially violent environment. This interaction occurs daily and is intense at all times.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
FISCHER, ELIZABETH	ACCOUNTING ASSISTANT-E E7	LATIF, FARDEEL	ACCOUNTING TECHNICIAN-E E9
FLINT, DAWN M	ADMINISTRATIVE MANAGER-1 12	MCCLELLAND, JEFFERY A	FOOD SERVICES SUPERVISOR-4 12
WHITE, KIMBERLY L	GENERAL OFFICE ASSISTANT-A 8	ROBERTS, LINDSEY R	GENERAL OFFICE ASSISTANT-E E7
YOUNG-GORDON, PRUDENCE	GENERAL OFFICE ASSISTANT-E 5	LENART, STEPHEN	PHYSICAL PLANT SUPERVISOR-2 13
Additional Subordinates			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input checked="" type="checkbox"/>	Complete and sign service ratings.	<input checked="" type="checkbox"/>	Assign work.
<input checked="" type="checkbox"/>	Provide formal written counseling.	<input checked="" type="checkbox"/>	Approve work.
<input checked="" type="checkbox"/>	Approve leave requests.	<input checked="" type="checkbox"/>	Review work.
<input checked="" type="checkbox"/>	Approve time and attendance.	<input checked="" type="checkbox"/>	Provide guidance on work methods.
<input checked="" type="checkbox"/>	Orally reprimand.	<input checked="" type="checkbox"/>	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position's essential duties are the management of the facility and PBF funds/budgets, along with the oversight of the food service, maintenance, mailroom, warehouse, quartermaster, prisoner store operations, accounting, budgeting, and purchasing.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

At the time of the previous review, this position was assigned to the Huron Valley Center within Mental Health Services. It is now located at the Women's Huron Valley Correctional Facility under the Michigan Department of Corrections. While the core functions of the position remain the same, the duties have been updated to include a breakdown of the percentage of time allocated to responsibilities related to oversight of food service, maintenance, mailroom, warehouse, quartermaster, prisoner store operations, accounting, budgeting, and purchasing.

25. What is the function of the work area and how does this position fit into that function?

This unit is responsible for assisting in the preparation, analysis and review of all financial reports for the facility, e.g., prisoner store statements, prisoner benefit fund statements, and various budget reports as needed. It is also responsible for the food service, maintenance, mailroom, procurement, quartermaster and warehouse operations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in business administration, public administration, or a related field.

EXPERIENCE:

