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PRISON RETAIL STORE MANAGER

Code: 846201

Pay Grade: 18 \$17.84 – \$22.62 hourly

Open for Recruitment: October 3, 2018 - October 17, 2018

CURRENT VACANCY INFORMATION

The Department of Corrections is accepting applications for Prison Retail Store Manager at the Maine State Prison Showroom site in Thomaston, Maine. Applications received during the recruitment period will be used to fill current and future vacancies.

JOB DESCRIPTION

This is administrative work of a supervisory nature in directing the retail sales and stock control activities of the prison retail store and wholesale activities of the Maine State Prison Industries Program. Work requires the supervision of staff and includes overseeing and directing the activities of inmate workers. Job responsibilities include price setting, product development, displaying merchandise, planning and directing day-to-day retail store operations, directing the marketing of retail and wholesale goods. This position reports directly to the Prison Industries Manager though work is performed under limited supervision.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED TO PERFORM THE JOB SUCCESSFULLY:

Knowledge of retail store merchandising and management principles, practices, and techniques.

Knowledge of accounting methods and procedures applicable to maintenance of retail store accounting records.

Knowledge of security requirements associated with operating a prison retail store.

Knowledge of materials and manufacturing techniques used in prison industries production.

Ability to write clearly and effectively.

Ability to supervise the work of employees and inmates.

REPRESENTATIVE TASKS:

Directs and oversees the receipt, display, storage, issue, and delivery of merchandise in order to manage retail store sales and stock control activities at the Maine State Prison. Analyzes sales trends to maintain adequate inventory levels.

Records, tabulates, and lists inventory receipts, transfers, sales, cash receipts, and sales tax to maintain accurate and timely sales, cash, tax, and inventory control records.

Examines and evaluates proposed inmate novelties in order to determine patentability and suitability of items for sale.

Attends and waits on customers of the Prison Retail Store in order to promote good customer relations and maximize sales.

Contacts parts and material vendors for Prison Industries in order to obtain sufficient quantities of supplies and styles at least cost.

Sets up wholesale buyers shows in order to market Prison Industries products.

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing. This will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.

We provide reasonable accommodations to qualified individuals with disabilities upon request.



Answers questions and takes additional orders in order to provide follow-up service to wholesale account.
Instructs, oversees, and monitors the activities of inmates in the retail store in order to train inmates in merchandising.
Observes inmate behavior to prevent escape and to maintain the security of staff and inmates.
Takes and reviews inmate count in order to make scheduled control reports and promote prison security.
Counsels inmates having problems adapting to prison life to assist inmates to obtain needed services.
Serves on disciplinary board to review inmate behavior to provide input on appropriate discipline for inmates.
Drives van-bodied truck as required in order to maintain inventories and transfer products from shops to showroom.
Issues, reports to destination, and receives inmate passes in order to control inmate movement and prevent inmate presence in unauthorized locations.

MINIMUM QUALIFICATIONS: *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).*

Four (4) years' experience in retail sales and merchandise control work which includes at least six (6) months of responsible supervisory experience.

LICENSING/CERTIFICATION REQUIREMENTS

None

TESTING PROCEDURE:

The information you provide with your application and Supplemental Qualifications Form will be compared to criteria developed by experts who are familiar with this job and its requirements, and converted to a numerical score.

BENEFITS

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$444.68 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$422.45 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$400.21 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$377.98 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.

Value of State's share of Employee's Retirement: 22% of pay.

APPLICATION INFORMATION:

You must complete the on-line application by logging on to our Web Page (www.maine.gov/bhr/state_jobs), clicking the Open Competitive Jobs link, and clicking Apply Now under this job title.

The Bureau of Human Resources is unable to provide copies of submitted materials.