New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 7918700

Corcraft Design Services Supervisor 7918700

Brief Description of Class

The Corcraft Design Services Supervisor manages Corcraft's Design Services Unit in the Division of Correctional Industries within the Department of Corrections and Community Supervision (DOCCS). The incumbent oversees all design work being done by Corcraft for their customers, and coordinates with peer managers in other areas to ensure customer projects are successfully completed.

Distinguishing Characteristics

Corcraft Design Services Supervisor: single-position class; department head/manager; under the direction of the Deputy Director Correctional Industries Marketing and Sales, manages all the staff and activities of Corcraft's Design Services Unit including the direct supervision of subordinate Industrial Training Supervisor staff; tracks and reports on projects and resolves major customer project issues; and provides technical assistance to other Corcraft units concerning design specifications, development, and modifications.

Related Classes

The Correctional Industries Services Manager oversees and manages the Corcraft order entry and customer service program in the Division of Correctional Industries within DOCCS. The incumbent manages Corcraft's Order Services Unit; collaborates with peer managers in other areas to ensure that customer orders are processed accurately and expeditiously; and resolves major customer problems and provides information on customer orders, Corcraft products, and anything related to Corcraft.

Correctional Industries Marketing Specialists develop, implement, evaluate, and promote the Corcraft sales program in the Division of Correctional Industries within DOCCS. Incumbents assist and coordinate in new product research and development initiatives, and the development of the divisions promotional materials and displays.

Illustrative Duties

Coordinates and prioritizes unit workload to ensure efficient and timely completion of customer projects. May manage their own customer projects.

Trains Design Services Unit staff on Corcraft-specific design tools and educates team members on available Corcraft offerings.

Overseas or directly participates in on-site visits to customer locations with Corcraft sales staff to assess space, take measurements, document functional and aesthetic requirements, and discuss options with the customer.

Oversees the creation of floor plans, space assignments, and preparation of CAD drawings based on client requirements in compliance with applicable building codes and Americans with Disabilities Act requirements.

Conducts final review of all designs being presented to the customer, including review for any structural errors or missing components.

Approves formal quotes based on finalized designs.

Serves as a subject matter expert for Corcraft offerings and products, and coordinates with other departments within the agency to ensure projects are completed successfully.

- Creates and disseminates factory orders to the manufacturing facility for production of the final product.

- Works with the Marketing Unit to support promotion of Corcraft products, as well as sales staff to ensure they are up to date on available offerings.

- Works with the Procurement Services Unit on contracts applicable to the products requiring Design Services Unit input and maintains a list of available contract items and product samples.

Performs the full range of supervisory responsibilities.

Minimum Qualifications

Corcraft Design Services Supervisor

Open Competitive: Seven years of experience in interior design and drafting, of which four years must have included computer-assisted drafting and design and one year must have included design supervision.

Substitutions: an associate’s degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; or Ph.D. may substitute for seven years of specialized experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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