JOB DESCRIPTION

Production Control Supervisor

Definition of Class
The incumbent in this position performs duties associated with coordinating and supervising the activities of the Production Control Center. Incumbent trains subordinate staff and performs duties that includes: converting notifications to work orders, determining appropriate shop to send work orders, and monitoring the status of each work order. The incumbent is also responsible for coordinating the set-up of special events.

Examples of Work Performed
Supervises and trains subordinate staff in converting notifications to work orders.

Coordinates and oversees the activities of the Production Control Center.

Determines priority of work orders. Determines which shop receives work order.

Gathers information to check, audit or produce billing documents and management reports.

Performs complex and clerical duties associated with receiving electronic notifications, requesting work; entering info into database; add settlement rule; converting to work order; and routing to proper shop.

Identifies emergency calls and dispatch accordingly.

Monitors work order status. Verifies charges are posted to appropriate cost centers.

Assists with accounts receivable billing, settlement rule problems, and other related accounting functions.

Coordinates the request and set-up of special events such as registration, athletic events, and graduation including delegating tasks with specific instructions to departmental work units.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises, trains, and coordinates the activities of support staff.

2. Oversees daily functions as they relate to converting notifications to work orders.

3. Maintains and monitors work order status.

4. Determines appropriate cost center to each order.
5. Coordinates the set-up of special events.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  **AND**

- **Experience:**
  Two (2) years of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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