

Class Concept

This is administrative and consultative work in developing and managing a statewide system of business enterprises operated by legally blind entrepreneurs. Employees assist in all phases of management of business enterprises by providing direction, guidance, supportive counseling, auditing financial records, monitoring financial performance, and developing corrective action plans as needed. Employees may assist in all phases of development: identifying potential of new businesses (consumer demand, volume of sales, location, types of consumer demand, determining feasibility of location/type of operation, adaptability of construction), assessing financial performance of business, correcting deficiencies, recommending participants to the program or removal from the program, identifying and negotiating new location(s), developing rough drafts/floor plans during construction planning, and developing possible business sites with industry and public officials.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of marketing, retail, and business management in a private sector environment.
- Considerable knowledge of business organization and management and the principles and practices of merchandising and marketing.
- General knowledge of accounting.
- Considerable knowledge of federal and state laws pertaining to the operation of retail stores or concession stands.
- Some knowledge of the techniques and methods of building construction.
- Ability to gather and evaluate information relating to the desirability of possible business.
- Ability to negotiate, provide consultation, and train at varying levels.
- Ability to handle problematic situations with persons, including disciplinary actions and removing unsuccessful operators from employment contracts.
- Ability to gather and evaluate information relating to the desirability of possible business locations.
- Ability to select saleable merchandise and to arrange attractive and sound merchandise displays.
- Ability to maintain effective working relationships with others.
- Skills in assessment and evaluation of business operations, contractor performance, and projections of program expansion.

Minimum Education and Experience:

Bachelor's degree in business administration, food service management, or a related field from an appropriately accredited institution and two years of experience in retail marketing, food service management, or a related area; or an equivalent combination of education and experience.