

Class Concept

This is administrative work in the management of a statewide system of business enterprises operated by legally blind entrepreneurs. Employee develops policies and procedures that guide the state's program of business enterprises operated to provide employment opportunities for the legally blind. The employee resolves more difficult managerial problems relating to merchandising, financial control, and personnel management for all stand operations.

Duties include negotiating with various governmental agencies, public and private building managers, and owners and management of industrial plants for operational privileges and include the preparation and execution of all operational contacts relative to the enterprise program. Work is reviewed through periodic written and oral reports to determine effectiveness in maintaining the enterprise program on a financially stable and rehabilitation oriented basis.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of business organization and management and the principles and practices of merchandising and marketing.
- Considerable knowledge of federal and state laws pertaining to the operation of retail stores or concession stands.
- General knowledge of services offered by other divisions within the agency.
- General knowledge of the techniques and methods of simple building construction.
- Ability to manage a multi-million dollar business operation on a sound financial basis.
- Ability to express oneself clearly in oral and written form.
- Ability to maintain effective working relationships with others.

Minimum Education and Experience

Bachelor's degree in business administration or related field from an appropriately accredited institution and three years of experience in the field of retail marketing, purchasing, retail sales management, or a related field; or an equivalent combination of training and experience.