

CLASS TITLE: SENIOR SUPERVISOR BUSINESS ENTERPRISES PROGRAM

Class Code: 02578300
Pay Grade: 13A
EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the maintenance, development and operation of a state-wide business enterprise program for legally blind persons; to plan, organize and supervise the work of a staff engaged in training and supervising legally blind persons in the operation of a variety of small business enterprises; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Administrator, Services for the Blind; work is assigned in outline form and work is reviewed upon completion for conformance to established policies and procedures.

SUPERVISION EXERCISED: Assigns, supervises and reviews the work of a staff engaged in on-the-job training and supervision of legally blind persons operating a variety of small business enterprises.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the maintenance, development and operation of a statewide business enterprise program; to plan, organize, and supervise the work of a staff engaged in training and supervision of legally blind persons operating a variety of small business enterprises such as: cafeterias, snack bars, sandwich shops, vending stands and similar type business enterprises.

To develop new locations for business enterprises; to make studies for the purpose of recommending the retention or discontinuance of established enterprises.

To plan, organize and develop a combination formal and on-the-job training program for legally blind persons in the basic principles of small business operation; including public relations, salesmanship, merchandise display and stock maintenance.

To prepare detailed reports of all such business ventures and to make such special reports as may be required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of purchasing, sales, and sales promotion principles and methods applicable in the operation of the State's Business Enterprises Program for the legally blind and the ability to apply such principles and methods; a familiarity with accounting principles and methods applicable in the management of such business enterprises program and the ability to apply such principles and methods; a working knowledge of the specialized training methods required for training legally blind persons to engaged in a state operated enterprise program and the ability to apply such knowledge; the ability to understand the problems of the legally blind and to tactfully encourage their self-reliance; the ability to plan and maintain an effective business enterprises program for the legally blind and to supervise the work of subordinates providing sighted supervision of legally blind operators in the business enterprises program; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, majoring in Business Administration; and

Experience: Such as may have been gained through: employment in managerial capacity in a small business enterprise or as a sales promotion or development supervisor.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must be able to furnish a suitable surety bond.

Class Revised: July 30, 1967

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