

Specification for Class of

BUSINESS ENTERPRISE PROGRAM ASSISTANT

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Under general direction of the Business Enterprise Program Administrator, coordinates and administers a program for blind individuals who operate vending stands, snack bars or cafeterias.

Typical Work

Assists Manager in coordinating and serving as liaison between the Business Enterprise Program and the Business Enterprise blind vendors, management services, vocational rehabilitation services, the fiscal offices of the agency or other federal, state, county, municipal agencies requiring discretion and judgment, appropriate to the Manager's position, thereby relieving the Manager of selected portions of this assignment;

Analyzes blind operators business performance and provides counseling and instruction or facilitates access to consultation in business practices like customer relationships, merchandising, personnel, sanitation, inventory control procedures, etc., and recommends modifications or improvements;

Conducts field evaluations of blind vendors' locations in compliance with sanitation, safety and housekeeping standards and over all facility appearance; Make periodic inventory of Program equipment and stock; manages the surplusing of excess equipment;

Analyzes monthly profit and loss reports by operators and inputs appropriate data into computerized spreadsheets for future Federal and State agencies' reports; advise blind operator of discrepancies, financial concerns and responsibilities regarding taxes and paying bills;

Monitor blind vendors' compliance in submitting timely reports like Profit & Loss statements, business insurance policy, etc. and in meeting lease/contract requirements and take appropriate action when necessary;

Assists in the preparation and issues of contracts, RFPs and other bid documents for vending machines placement, food service and other equipment, personal service contracts. Assist Manager in monitoring these agreements for compliance, cost/revenue and expiration.

Maintains computerized database of the Program's vending machine revenue base (BERF).

Composes and types Program correspondence. Enters Program vendor and other data into computerized system. Takes detailed minutes at all vendors' committee meetings. Maintains Program files and blind vendors' facility files.

With Manager's assistance, submit field orders and work orders. Works with equipment and supply vendors to obtain appropriate items. Authorizes expenditure of Program funds in the absence of the Manager. Remits documents for payment.

Conducts surveys in state, county, and municipal facilities to determine the feasibility of establishing vending locations for employment of vocational rehabilitation clients; interviews community groups and business management to enlist their support in obtaining new locations.

Interviews clients referred to the Business Enterprise Program for training; evaluates clients' potential for BEP training; works with blind vendors, counselors and contractors to provide training.

Represents and speaks for Manager at meetings. Uses own judgment to express Manager's position and makes commitments for him/her.

Assists in the preparation of architectural layouts for new and remodeled vending locations; performs liaison between architect, building management and the agency.

Assists the operator to procure city, county, and state licenses and other certification as required like insurance policy and merchandise suppliers.

Other appropriate duties assigned by Manager.

Minimum Qualifications

A Bachelor's degree in Business Administration, Public Administration, Social Science or closely allied field.

AND

Two years of office experience at the senior clerical level or higher.

BUSINESS ENTERPRISE PROGRAM ASSISTANT

11250

Senior clerical or office work experience may be substituted for education on a year-for-year basis.

Graduate study may substitute for experience on a year-for-year basis.

Revised definition: 5-1-66

Title change and revised definition: 7-1-68

Revised minimum qualifications: 7-12-71

Revised definition and minimum qualifications, title change
(formerly Vending Stand Counselor): 7-26-73

Revised definition and minimum qualifications, title change
(formerly Business Enterprise Counselor): 12-13-85