CLASSIFICATION SPECIFICATION

FLSA:	**EXP**	**Job Code:**	**ACV35315**
Job Class Code:	**770**	**Salary Schedule:**	**AREG**
EEO Category:	**02**	**Grade:**	**19**
Workers Comp Code:	**9410**		
Job Code Established:	**12/18/84**	**Effective Date:**	**09/28/92**
Job Code Revised:	**09/13/89**	**Effective Date:**	

JOB CODE SERIES: Business Enterprises Services

JOB CODE TITLE: BUSINESS ENTERPRISE PROGRAM SUPERVISOR

HRIS TITLE: BUSINESS ENTERPRISE PRG SPV

CHARACTERISTICS OF THE CLASS: Works under the general direction of the Blind Services Program Manager or Administrator, exercising considerable discretion and independent judgment within policies and procedures established for the work system. Has the authority to make decisions on policy/procedural implementation, content of training program, contractual negotiation and implementation, new business operational sites, equipment purchase/ replacements, suspension/termination of program participants, business closures. Supervises all units engaged in the statewide provision of business management services to blind/visually-impaired program participants; initiates planning, organizing, budgeting, staffing, directing, accounting, evaluating and auditing the activities of multiple State operated merchandising businesses for blind individuals; enforces health and safety standards; develops methods, standards, policies and procedures; initiates equipment selection, purchasing, and regulations and negotiation of contracts; manages State operated vending banks. Work product consists of functioning work units, investigated/resolved problems; business permits and contracts; program policies and procedures, goals, objectives, plans, budget requests; written reports, memoranda, correspondence; working relationship with advisory committee; information provided agency management, federal and state representatives, community and special interest groups. Responsible for the quality of work products, accurate and timely completion of work processes; effectiveness of business operations; effectiveness of work unit.

EXAMPLES OF DUTIES: Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a weekly basis, within a work unit. Resolves work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Establishes and maintains work standards, procedures, methods and rules. Reads, examines, and reviews reports prepared by subordinate workers; makes corrections, adjustments, raises questions, routes back to writer or approves. Authorizes all purchase, replacement, and repair requests. Attends meetings of agency advisory board, supplying information as requested. Conducts site audits and monitors operations concerning proper management of the operation. Confers with, and advises, staff members of own agency or work system, applying knowledge and skills of own technical specialty. As a planning device, gathers data on workload or service load over designated period, then making adjustment based on calculated estimates, projects same figures for future period. Schedules and arranges for scheduling of outside consultants, specialists, trainers or speakers to work temporarily in program. Writes detailed reports summarizing activities, transactions on production covering a specified period of time or making the completion of a project or activity. Confers with consumer or program participants and advises them about their complaints. Attends meetings of technical committees, boards or other plural bodies as a member. Writes contracts or memoranda of agreements to provide for relationships with other agencies, governments or individuals. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures. Drives automobile to various locations throughout the State carrying out business of the work system. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: federal and state laws and statutes pertaining to the Business Enterprise Program; state and local business, health and safety statutes and codes pertaining to food service operations; franchise food service business methods and techniques; basic accounting principles and practices; functional limitations imposed by blindness/ visual impairment; the needs and responses of blind/visually-impaired persons; policies and procedures established for the work system.

Skill/Ability to: work management and work leadership; observation, analysis, evaluation and decision-making; oral and written communication; application of effective business practices; interpersonal relations, as applied to contacts with program participants, advisory committee members, public and private building management personnel, suppliers/vendors and business customers. Four years of work experience in franchise food service management or closely related work; OR two years of work experience equivalent to a Business Enterprise Program Representative.
Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.