

BUSINESS ENTERPRISE REPRESENTATIVE III

DESCRIPTION OF WORK

This is administrative work in the management of a statewide system of concession stands and other business enterprises operated by the visually handicapped.

Employee develops policies and procedures for the guidance of the state's program of business enterprises operated to provide employment opportunities for the visually handicapped, and resolves more difficult managerial problems relating to merchandising, financial control, and personnel management for all stand operations. Duties involve 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 performed under the administrative supervision of the executive secretary, commission for the blind, and is reviewed through periodic written and oral reports to determine effectiveness in maintaining the enterprise program on a financially stable and rehabilitation oriented basis.

EXAMPLES OF DUTIES PERFORMED

Develops policies and procedures governing the purchase and sale of all enterprise merchandise. Assists in establishing and maintains an adequate fiscal control record system including payroll, tax, and sales records.

Directs, reviews, and coordinates the training and assignment of all field supervisors and stand operators.

Establishes policies and procedures for the promotion and expansion of the enterprise program including evaluation of potential unit sites, visitation procedures, and contacts with cooperating agencies, clubs, and individuals.

Approves specifications for all equipment and fixtures utilized in the enterprise program; processes requisitions for their purchase; supervises installation through personal contact or subordinate personnel.

Maintains good working relationships on state, regional, and national levels with chambers of commerce, Lions Club officials, wholesalers, and service companies in order to, promote and expand the enterprise program.

Performs related work as required.

RECRUITMENT STANDARDS

Knowledges, 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.

NC 00673

Minimum Education and Experience

Graduation from a four-year college or university with specialization in business administration or related field and three years experience in the field of retail marketing; or graduation from high school and five years of managerial or administrative experience in marketing, purchasing, retailing, or a related field; or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.