

SMALL BUSINESS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of a territorial-wide business enterprise program for handicapped operators.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the vending stand business enterprise program, including overall operation, promotion and implementation of the goal of training and employing handicapped persons.

Promotes and develops new stand location by negotiating with public and private building managers.

Recommends lay out of stands to best utilize space, traffic patterns and buying habits of potential customers.

Develops new types of merchandising and food service business suitable for handicapped operators.

Works closely with rehabilitation counselors in the selection, training, and placement of prospective operators.

Implements policies of vending stand program and interprets program to business managers and the public.

Coordinates all business transactions with the Department of Revenue and Taxation.

Assists operators in maintaining proper display, techniques, compliances with local stand permits, sanitation, inventory, reports and collections.

Recommends bookkeeping systems, service systems and types of equipment.

Organizes comparative study of business unit income, gross percentages and profits to maintain operations within a planned budget; reviews and negotiates for purchase of materials, supplies and equipment.

Evaluates and prepares grant applications through the Randolph Sheppard Act.

Maintains records and prepares reports.

Performs related duties and required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the objectives and problems of handicapped vending stand and small business enterprise operators.

Knowledge of basic food service operations as applied to the vending stand program.

Knowledge of the federal and local laws, rules and regulations, policies and small business enterprise operations.

Knowledge of merchandising principles and techniques.

Knowledge of inventory and bookkeeping systems.

Ability to administer the programs and activities of the vending stand and small business enterprise programs.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to direct the training of handicapped operators in sales and business techniques.

Ability to estimate need and cost of equipment, supplies and services.

Ability to work effectively with the handicapped operators, public and employees.

Ability to communicate effectively, orally, and in writing or other means.

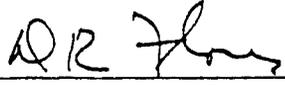
Ability to write reports, analyze data and maintain records systems.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience in commercial food management or small business enterprise and sales work, including experience in working with the handicapped, and graduation from a recognized college or university with a Bachelor's degree in business administration or related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission