### Series Purpose:
The purpose of the business enterprise specialist occupation is to provide management direction & consultation to food service operators who are visually impaired & operating under the business enterprise program.

At the full performance level, incumbents serve as consultants to business enterprise operators to promote improvement of services, equipment & operations within assigned region.

### Job Title, Job Code, Pay Grade, Effective Date:

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<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Pay Grade</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Business Enterprise Specialist</td>
<td>64571</td>
<td>30</td>
<td>03/07/2004</td>
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### Class Concept:
The full performance level class works under general supervision & requires considerable knowledge of business administration including sales, production & marketing, retail management, accounting, laws & regulations governing small business & food & vending operations & public relations in order to serve as consultant to business enterprise operators (i.e., food service stand operators) to promote improvement of services, equipment & operations.
JOBS DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Provides management direction & consultation to enterprise operators (i.e., individuals who are visually impaired) in assigned region on merchandise displays, pricing, advertising, inventory control, bookkeeping, tax reporting & other relevant day-to-day business management activities & trains new operators on location when training officer is not available.

Inspects facilities for adherence to sanitation standards; checks for proper food preparation & adequacy of working conditions; evaluates facilities for quality & efficiency of operations & equipment; suggests & develops relevant procedures & programs to improve overall functioning of enterprise.

Processes all invoices & approves authorization for payment of equipment & services to operators; maintains necessary records on all inspections & submits all required reports; keeps records of expenditures on each location & amount of income derived.

Participates in design & establishment of new business enterprises; acquires properties, equipment, leases, public health approval & licenses; participates in preliminary research to assure success of new locations.

MAJOR WORKER CHARACTERISTICS:
Knowledge of business administration including sales, production & marketing; retail management; accounting; laws & regulations governing small business & food & vending operations; public relations*; industrial accident prevention or control*; manpower planning*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate information about data, people or things; gather, collate & classify information about data, people or things.

(*)Developed after employment.

COMPETENCIES
Getting Information
Communicating with Supervisors, Peers, or Subordinates
Updating and Using Relevant Knowledge

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
2 yrs. trg. or 2 yrs. exp. in business which included responsibility for sales, production, marketing & accounting or bookkeeping.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Requires travel.