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| http://agency.governmentjobs.com/images/AgencyImages/oregonseal.gif | **STATE OF OREGON****invites applications for the position of:** **Business Enterprise Program Specialist** |

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| **JOB CODE:**  | OCB 12-0002  |
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| **OPENING DATE/TIME:**  | 04/26/12 12:00 AM  |
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| **CLOSING DATE/TIME:**  | 05/31/12 05:00 PM  |
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| **SALARY:**  | $3,132.00 - $4,562.00 Monthly |
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| **JOB TYPE:** | Permanent |
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| **LOCATION:** | Portland, Oregon |
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| **AGENCY:** | Commission for the Blind-Business Enterprise Program |

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| **DESCRIPTION:**  |
| For over 50 years, the Oregon Commission for the Blind has been an important resource for Oregonians who experience vision loss, as well as their families, friends, and employers. Our mission is to assist blind Oregonians in making informed choices and decisions to achieve full inclusion and integration in society through employment, independent living, and social self sufficiency.  Our nationally recognized programs and expert staff work with individuals who experience vision loss to instill confidence and build skills in all aspects of day-to-day life: from grocery shopping to reading to surfing the Web.  We are headquartered in Portland, but have field offices and resources available in Salem, Eugene, Bend, Redmond, Medford and Roseburg.Business Enterprise Program   The Business Enterprise Program (BEP) offers Oregonians who are legally blind the opportunities to manage food service and vending facilities in government buildings, as well as in the private sector, throughout Oregon. BEP's purpose is to create employment and entrepreneurial opportunities for blind persons who are referred to the program by the rehabilitation staff of the agency.  There are currently 25 facilities ranging from small convenience stores to large cafeterias. |
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| **DUTIES & RESPONSIBILITIES:** |
| The Business Enterprise Program Specialist (Program Analyst I) serves as a primary coordinator for the BEP program, providing facilitation, communication, training, support and new site development where needed.  The Specialist advises and assists the licensed blind managers in the program in managing food service facilities, with employer/employee relations, inventory control, sales tactics and pricing structures; trains, as needed, on menu planning, food preparation, equipment care and business development; ensures that businesses are operated according to State and Federal regulations; helps negotiate with building managers and cafeteria site owners; procures equipment, materials and supplies; and assists with installing, replacing or repairing equipment and vending machines.   |
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| **QUALIFICATIONS & DESIRED ATTRIBUTES:**  |
| **MINIMUM QUALIFICATIONS**A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; **OR**Any combination of directly related industry experience or education equivalent to five years technical-level experience that typically supports the knowledge and skill requirements for business or public food service administration. **DESIRED ATTRIBUTES**Knowledge of the Randolph-Sheppard Act and Regulations and the Oregon Revised Statutes regarding the Business Enterprise Program is preferred, including active participation.  Experience and knowledge of small and entrepreneurial business operations with an emphasis on vending and food service and management and be able to select, train and assist individuals who are legally blind in successful management of their units.  This would also include understanding issues that may include format accessibility, transportation, adaptive equipment and technology, reasonable accommodations, etc. Other desired attributes include:Professional verbal and written communication skills and abilities;Attention to detail, including state and federal reporting compliance, documentation, and record retention;Knowledge and experience in health and sanitation requirements and standards for food service industry;Commitment to customer service and addressing critical operational concerns on a daily basis;Direct knowledge of vending and/or food service industries business practices and standards, finances and record keeping;Understanding of sales, marketing and profit/loss performance indicators;Knowledge and experience in healthy snack trends;Understanding of maintenance and repair of equipment;Understanding of building and location site marketing surveys;Knowledge of vending and business related technology-card readers, Cantaloupe system, inventory control, and handheld readers. |
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| **ADDITIONAL INFORMATION:**  |
| **This recruitment has been reopened.  If you already applied to OCB 12-0001, you need not reapply.*You must have a valid e-mail address to apply for this job. All communication regarding your application and status will be done by e-mail.******To apply, follow the “Apply” link above and complete the Oregon employment application online. All application materials must be received by the closing date and time posted on the announcement.  A resume (text or attachment) is recommended but will not replace the work experience section of the application.*** **This announcement has supplemental information required for submission.** Important NoticeThe selection process will consist of a review of the material provided and an evaluation of experience and training. Candidates closely matching the position’s desired attributes will be invited for an interview. If you are an eligible veteran and you meet the minimum qualifications, veterans’ preference points will be added to your score. To receive veterans’ preference points you MUST attach to your electronic application the following required documentation:* A copy of your DD214/DD215 form; OR A letter from the US Dept. of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
* A copy of your DD214/DD215 form; AND A copy of your veterans' disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

 For more information on veterans’ preference points click here, or visit [www.oregonjobs.org](http://www.oregonjobs.org/) , and select veterans’ preference.The trial service period for this position is six months.Due to extraordinary budgetary shortfalls, Oregon state government is continuing cost reduction measures which can include mandatory unpaid time off (furlough days), suspending salary step advancement and an employee contribution to health and/or retirement benefits. Positions are subject to these measures based upon representation and salary range. The successful candidate for this position will be subject to a Criminal Records Check.***The Oregon Commission for the Blind is an Equal Opportunity, Affirmative Action employer, committed to a diverse workforce with equal opportunity programs.*** |

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| **VISIT OUR AGENCY WEBSITE AT:** <http://www.oregon.gov/BLIND> **OUR OFFICE IS LOCATED AT:** 535 SE 12th Ave Portland, OR 97214 971-673-1588  | Job #OCB 12-0002 BUSINESS ENTERPRISE PROGRAM SPECIALIST LJ  |

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| **Business Enterprise Program Specialist Supplemental Questionnaire** |

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| **Your application materials, including your answers to the below "Supplemental Questions," will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in the work experience section of your application. Résumés (text or attached) will not be reviewed to verify work history unless clearly stated in the job posting.** Only those individuals who most closely match the desired attributes will be invited to an interview. **Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.** Transcripts must be from accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade.  For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.**NOTE:** This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Court System; in those branches the requirement, if any, for transcripts is as indicated on the job announcement. |

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| \* | 1. | Which of the following best describes your **highest related level of education**? |
|  | Checkbox High School Diploma or EquivalentCheckbox Some College Coursework, No Degree ReceivedCheckbox Associate's DegreeCheckbox Associate's Degree and additional courseworkCheckbox Bachelor's DegreeCheckbox Bachelor's Degree and additional courseworkCheckbox Master's DegreeCheckbox Master's Degree and additional courseworkCheckbox Doctorate DegreeCheckbox Doctorate Degree and additional courseworkCheckbox None of the Above |
| \* | 2. | If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, select N/A. |
|  | Checkbox N/ACheckbox 4 Quarter hours/3 Semester hoursCheckbox 8 Quarter hours/5 Semester hoursCheckbox 12 Quarter hours/8 Semester hoursCheckbox 16 Quarter hours/11 Semester hoursCheckbox 20 Quarter hours/13 Semester hoursCheckbox 24 Quarter hours/16 Semester hoursCheckbox 28 Quarter hours/19 Semester hoursCheckbox 32 Quarter hours/21 Semester hoursCheckbox 36 Quarter hours/24 Semester hoursCheckbox 40 Quarter hours/27 Semester hoursCheckbox 44 Quarter hours/29 Semester hoursCheckbox 45-68 Quarter hours /30-45 Semester hoursCheckbox 69-95 Quarter hours /46-63 Semester hoursCheckbox 96-143 Quarter hours /64-95 Semester hoursCheckbox 144-191 Quarter hours /96-127 Semester hoursCheckbox 192-239 Quarter hours /128-159 Semester hoursCheckbox 240 or more Quarter hours /160 or more Semester hours |
| \* | 3. | If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A. |
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| \* | 4. | Which of the following best describes the **focus of your degree**? |
|  | Checkbox Business AdministrationCheckbox Public AdministrationCheckbox Behavioral SciencesCheckbox Social SciencesCheckbox Other Related DegreeCheckbox My degree is not relatedCheckbox I do not have a degree |
| \* | 5. | If you selected "Other Related Degree" in question 4, please identify the focus of your degree. If you did not, enter N/A. |
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| \* | 6. | Which of the following best describes your **level of experience in business or public administration.** |
|  | Checkbox less than one yearCheckbox one to less than two yearsCheckbox 2 yearsCheckbox 3 yearsCheckbox 4 yearsCheckbox 5 yearsCheckbox 6 yearsCheckbox 7 yearsCheckbox 8 yearsCheckbox 9 yearsCheckbox 10 years or aboveCheckbox None of the above |
| \* | 7. | Based on your level of experience in business or public administration, indicate what specific areas you have management experience in. |
|  | Checkbox Food/Beverage IndustryCheckbox Another type of IndustryCheckbox Public programCheckbox Other |
|   | 8. | If you marked "Other" in number 7, please specify what area your experience is in. |
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| \* | 9. | Which of the following best describes your level of experience formally analyzing and evaluating the effectiveness of policies or programs? |
|  | Checkbox less than 6 monthsCheckbox 6 to 11 monthsCheckbox 1 to 2 yearsCheckbox 2 to 4 yearsCheckbox More than 4 yearsCheckbox None of the above |
|   | 10. | Please describe your experience as it relates to number 9. |
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| \* | 11. | Which of the following best describes your experience utilizing Microsoft software programs or other computer-based systems to gather, track, develop, and analyze data? |
|  | Checkbox less than six monthsCheckbox 6 to 11 monthsCheckbox 1 to 2 yearsCheckbox 2 to 4 yearsCheckbox More than 4 yearsCheckbox None of the above |
|   | 12. | Please describe your experience as it relates to question 11. |
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| \* | 13. | Which of the following best describes your direct experience with small business operations with an emphasis on food service management and vending? |
|  | Checkbox Less than 6 monthsCheckbox 6 to 11 monthsCheckbox 1 to 3 yearsCheckbox 3 to 4 yearsCheckbox More than 4 years |
|   | 14. | Please describe your experience as it relates to number 13. |
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|   | 15. | If applicable, please describe your experience working with the Randolph-Sheppard Act Rules and Regulations. |
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|   | 16. | If applicable, please describe your experience working with individuals who are blind. |
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| \* Required Question |

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