Oklahoma Department of Rehabilitation Services

**Please Post**

## Job Announcement # 17-092

**Position Title/Level/Code:**  **BEP Operations Coordinator, 7249**

##### Location: VS #33 – Business Enterprise Program-OKC

**Number of Positions/PIN:**  **(1) – Unclassified /** **80501209**

#### Monthly Salary Range: $5,400.00 to $6,500.00

###### Beginning Date: Thursday, April 6, 2017

**Ending Date:**  **Until Filled**

**Essential Functions:** Directly oversees staff and operations of the Oklahoma Business Enterprise Program which is the Randolph-Shephard Act Licensed Manager program; coordinates contracts with Licensed Managers in compliance with Federal/State/Program laws and policy; manages financial reporting of the Licensed Manager insurance funds and set-aside; provides supervision and personnel management of BEP staff and provides daily leadership of the BEP program through compliance with state/federal/program policy; oversees the management of the vending machine maintenance program; manages purchase of all BEP equipment and program inventory; develops, monitors and oversees BEP budgets, purchases, contracts and expenditures in compliance with agency, state and federal laws, regulations and guidelines; develops and maintains working relationships with all relevant personnel at the state and federal level, as well as the Elected Committee of Licensed Managers and all BEP associated building grantors and hosts. Preference may be given to applicants with experience in the Randolph-Sheppard Program of blindness related issues. Must be willing to perform all job related travel.

**Background Check:** The Department of Rehabilitation Services will conduct a criminal background check on new hires as part of an offer of employment that is made contingent upon a successful criminal background check.

**Preferred Education and Experience**: Business degree, small business ownership or management with a proven track record in business operation and/or ownership or a proven track record in operating a Randolph-Shepard program.

**Salary:** Salary commensurate with education and experience with a monthly salary range from $5,400 to $6,500 per month or $64,800 - $78,000 Annual.

**Method of Application:** Resumes will be accepted and must include educational and work background. Packet should include a listing of places of employment, beginning/ending dates of employment, and description of duties performed, college transcripts and complete references. A cover letter accompanying the packet should include a telephone number where you can be reached during office hours, your mailing address, e-mail address, and the announcement number and position for which you are applying.

**Send Resume and Cover letter to:**

**Department of Rehabilitation Services**

**Attn:  Human Resources Unit**

**3535 NW 58th Street, Suite 500**

**Oklahoma City, Oklahoma 73112**

**Fax: (405) 951-3543**

If you have questions regarding this position or the application process, contact Calvin Small at (405) 951-3527 or Stephanie Roe at (405) 951-3454.

**An Equal Opportunity Employer**