

CLASSIFICATION: VENDING STANDS COORDINATOR

Class Code: 9701-21

Date Established: 10-27-66

Occupational Code: 7-7-9

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate and supervise all activities of a statewide vending stand program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- o Supports and provides the present vending stands with daily supervision and management.
- o Selects, orients and trains individuals selected to be operators of vending stands.
- o Promotes the vending stand program by seeking out and developing new locations, designing new facilities and in working out contractual agreements.
- o Supervises the maintenance of appropriate financial records and reports of each vending stand.
- o Assists agency administrators in developing plan material and manual of procedure for the program budgets and financial reports.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in business administration, personnel management, rehabilitation, social work, or education.

VENDING STANDS COORDINATOR

Page 2

Experience: Four years' experience in the field of social work, guidance, education, business administration, or personnel administration with at least two years in a supervisory capacity.

License/Certification: Valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Extensive knowledge of the principles of public fiscal administration, including budgeting and reporting. Knowledge of the physical and emotional problems of the disabled as they affect occupational qualifications. Ability to establish and maintain harmonious relationships with employees, other departments and federal agencies and the general public. Ability to coordinate with business executives for the purpose of establishing a vending stand in their plant or building. Ability to speak before groups and to secure support for a program of rehabilitation. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.