

Job Title: Vending Facilities Program Man  
 Requisition Number: JO-1503-2041  
 Grade: 13  
 Salary Range: \$81,685.00 - \$114,359.00  
 Promotion Potential: No  
 Agency: Disability Services  
 Location: 1125 15th St NW  
 Area of Consideration: Open to the Public  
 Opening/Closing Date: 3/31/2015 - 5/15/2015  
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**Vending Facilities Program Manager**  
**MS-0340-13**  
**\$81,685 - \$114,359**

**Job Summary**

**Management Supervisory Services (MSS-AT WILL)**

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA), RSA Operations Program, Randolph-Sheppard Vending Facilities Program (RSVFP). The primary purpose of this position is to manage the development and promotion of the RSVFP designed to assist persons who are blind in the operation of vending facilities on Federal, District and other properties such as: cafeterias, snack bars, automatic vending machines, greeting card shops, gift shops, dry cleaners and newsstands.

The incumbent is expected to administer the daily operation of the program, which includes supervision of program staff, providing support to vendors in the Randolph Sheppard Vending Facility Program who manage approximately 30 vending facilities in District and Federal buildings. Maintain relationships with on-site property managers regarding on-going facility operations and exploration of new vending opportunities. Specifically daily operational management will include at a minimum:

- the selection, training/orientation and licensing of qualified blind persons;
- the financial management, reporting and distribution of vending revenue;
- the development, analysis and distribution of vendor profit and loss statements, monthly financial status reports, and year end statements and other financial data as needed;
- the creation of fiscal year budget and spend plan development/management, procurement of goods and services and federal program reporting;
- the temporary management ( inclusive of payroll) for temporary employees for vacant facilities until the execution of the Call Down Process;
- the management of the vendor facility development and transfer and promotion process;
- the monitoring of facility performance, facility inspection/maintenance, sanitation, service requests, inventory control, security clearances;
- the development and implementation of retail business systems/facility and product design inclusive of marketing strategy and training in collaboration with Industry Subject Matter Experts;
- the development and dissemination of policies and procedures that govern the operation of all aspects of program and vendor activities to vendors.

Perform other duties as assigned.

**Collective Bargaining Unit (MSS-AT WILL)**

This position is not in a collective bargaining unit.

**Qualifications**

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to managing a program that provides persons who are blind with remunerative employment and self-support through the operation of vending facilities on district, federal and other property.

**Education**

Minimum requirement: A high school diploma; bachelor's degree in Business Administration, Business Management, or other related area preferred. A combination of education and work experience considered.

**Work Experience**

Experience working with people with disabilities, particularly people who are blind.

Experience applying industry best practices for the skill, knowledge, and educational requirements for business operations such as cafeterias, snack bars, automatic vending machines, greeting card shops, gift shops, dry cleaners and newsstands.

Experience maintaining up to-date occupational and training facility information to serve the needs of visually impaired persons through a variety of sources, including establishing and maintaining close working relationships with training and placement officials in public and private agencies.

Experience evaluating effective training measures, job demands, skill requirements and environmental factors that may affect the suitability for job site development and possible limitations particular to the physical problems of visually impaired people.

Experience evaluating the educational and developmental needs of all licensed managers; including the appropriate execution of corrective action plans.

Experience marketing and negotiating with federal and local facility managers, third party entities, and the general public on behalf of individual retail facilities.

**Licensures, Certifications and other requirements**

NONE - Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

**Work Environment**

The work is performed in a typical office setting and in the community, at vending facilities, retail businesses, etc.