

MINORITY BUSINESS ADVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Manpower Planning and the Director of Comprehensive Program Service, is responsible for researching and identifying all efforts being made in Westchester County to aid initiatives by minority groups in achieving financial independence by means of establishing enterprises. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches efforts by minority groups to establish business enterprises and the assistance available to them;

Catalogues the existing roster of minority owned businesses in the County;

Provides assistance to ongoing programs and acts as liaison between them and the County Executive's Office;

Researches existing banking institutions both in the County and in the metropolitan area to promote financial backing;

Identifies Small Business Administration and other grants which aid groups willing to assist minority entrepreneurs;

Keeps abreast of business education courses available in the County giving cohesive background to minority businessmen in accounting, business methods, inventory problems, etc. which may be useful to them in opening a business;

Coordinates County efforts with those of other groups to strengthen existing programs and negating duplication wherever possible to provide gap-filling services;

Seeks to maximize employment opportunities for minorities in the County in conjunction with the Office of Manpower Planning.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of agencies in Westchester and the New York Metropolitan area serving minorities and the poor; knowledge of funding sources for minority businesses; ability to prepare proposals for funding; ability to establish and maintain effective working relationships with others, both within the County organization and with others, both private and public; sensitivity to the problems of the socially and economically disadvantaged; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree* and two years of business or banking experience; or (b) six years of business or banking experience; or (c) a satisfactory equivalent combination of the above training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Non-Competitive
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Job Class Code: C1304
Job Group: X