

BUSINESS SPECIALIST

CLASS CODE/PAY GRADE

Class Code: 1032 EEO Code: B FLSA: E Pay Grade: F

MAJOR FUNCTION

Provide technical and administrative staff support for a series of business assistance initiatives to encourage the retention of expansion of local business and industry.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinates, researches, or directs the completion of business assistance projects.

Participates and supports the Department's Business to Business visitation program. Coordinates project initiatives through meetings, correspondence, presentations and reports. Provides technical information on available local and state incentives, worker training programs, alternative financing, international trade opportunities, trade shows, and other programs associated with the long-term retention and expansion of local business and industry.

Responds to inquiries received.

Prepares and maintains reports and statistics on project status.

Develops economic impact analysis or proposed business projects.

Works closely with the Department's Business Recruitment personnel and their initiatives by providing supportive role in direct marketing campaigns, business visitation and local and state incentives.

Provides problem-solving solutions to local industry experiencing expansion obstacles and conducts research as assigned.

Participates and coordinates a liaison relationship with area chambers of commerce and municipal personnel involved in local business retention and expansion activities and with other County Departments involved in zoning, business & building permitting and infrastructure.

Provides overall program support to all business to business programming, business recruitment and business expansion.

Performs related work as required or as assigned.

Implements and oversees mandated federal and state programs applicable to personnel and employment.

Works with divisions on reorganization studies to better meet their program objectives with existing staff.

Performs special projects as directed.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of manufacturing, product distribution and information technology industries. Knowledge of business to business presentations, sales and information development. Knowledge of research techniques, business networking and the availability of local and state business incentives.

Ability to exercise judgment and discretion in establishing, applying, and interpreting business needs. Ability to establish and maintain effective working relationships with fellow associated, business management personnel, local municipal professionals and the general public.

Ability to organize work. Ability to work independently without supervision. Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Marketing, Finance or related field, and five (5) years of experience in a private sector business administrative staff position.

A comparable amount of education, training or experience may be substituted for the minimum qualifications. Technical certification or advanced degree a plus.

ADA REQUIREMENTS

Physical Demands: Sedentary work with travel required. Ability to see, hear, talk.

Environmental Demands: Inside and outside work required. Occasional exposure to weather, dust, and noise.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously, conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.