

BUSINESS ASSISTANT SPECIALIST 1

Job Code	Pay Grade
21930	CL12

Nature of Work

This is responsible planning, financial and research work supporting the Economic Development Department or Convention & Visitors Bureau (CVB). Depending on area of assignment, an employee in this class provides assistance to managers in performing research projects, conducting independent studies, provides marketing and sales assistance, provides assistance with tour operators, trade shows, travel agents and overall marketing/sales initiatives, and provides assistance to the development of new business, redevelopment of business, or expansion of existing business. An employee in this class can also provide significant input in the developing, monitoring and evaluating multiple budgets relating to the distribution of federal and county grant funds. Strong interpersonal skills are a requirement. Considerable independence of both judgment and actions are inherent and authority is delegated commensurate with this degree of responsibility.

Minimum Qualifications

- 4 years of highly responsible experience in public or business administration that includes marketing, economics, finance, or major public or business planning functions; or
- Associate's Degree in Business, Accounting, Finance, Economics, Marketing, Planning, or related field plus 2 years experience as listed above; or
- Bachelor's Degree as described above in a related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License (CDL) and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

Economic Development

- Maintains a library of contemporary reference and statistical resources; produces customized reports and data summaries for use with existing business, prospective business, redevelopment, and grant applications.
- Develops and maintains detailed briefs on available sites and buildings in the region; responds to requests for a broad range of information for business opportunities or redevelopment in the region.
- Develops and maintains contacts and close working relationships with economic development organizations, local governments, chambers of commerce, existing business and industry.
- Assists business prospects in an effort to locate them in Pinellas County; works with existing Pinellas County firms to encourage their expansion or redevelopment; encourages and assists local businesses in developing foreign market opportunities.
- Provides analytical and administrative assistance in the implementation of efficient financial management.
- Provides systematic budget overviews for unified budgets and special projects requiring county fiscal support.
- Prepares applications for grant funding and maintains grant funding resource materials and publications.
- Evaluates and monitors projects and contracts for federal, state and county programs.
- Monitors changes in policies, procedures and laws related to business assistance, business development or redevelopment, and the grants area.
- Provides financial and economic research and other support to staff as directed.
- Performs related work as assigned or required.

BUSINESS ASSISTANT SPECIALIST 1 (continued)

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Illustrative Tasks (continued)

Convention & Visitors Bureau

- Develops and maintains detailed information on available sites, buildings, and locations in the region; responds to requests for a broad range of information for marketing/sales opportunities in the region.
- Develops and maintains contacts and close working relationships with convention and visitor organizations, local governments, chambers of commerce, existing business and industry.
- Assists marketing/sales agencies in an effort to promote Pinellas County; encourages and assists local/regional/state/national/worldwide travel organizations in utilizing Pinellas County opportunities.
- Provides administrative assistance in the implementation of efficient marketing/sales management.
- Monitors changes in policies, procedures and laws related to marketing/sales initiatives.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of methods and techniques of promoting economic development or convention and visitor services.
- Knowledge of budgeting principles and financial reporting practices.
- Knowledge of federal and state grant programs and the fiscal procedure required in this specialized area.
- Knowledge of principles and techniques of effective communication.
- Knowledge of multiple computer applications and software.
- Ability to review and evaluate economic, business, or convention and visitor services development data.
- Ability to utilize problem-solving techniques.
- Ability to present information in a concise and organized manner.
- Ability to maintain detailed records, develop presentations of composite data and perform comparative analysis of fiscal and operational performance data.
- Ability to plan, organize and coordinate work assignments.
- Ability to work both independently and with groups.
- Ability to communicate effectively, both orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified