

BUSINESS ASSISTANT SPECIALIST 2

Job Code	Pay Grade
21932	CL15

Nature of Work

This is responsible analytical and administrative work promoting and coordinating economic development and assisting businesses to locate and expand within Pinellas County. An employee in this class serves as a resource for economic development to assist in the implementation and the coordination of short and long term strategies to meet the objectives of the county's master plan. Incumbent performs with independent judgment and initiative under the general supervision of a Senior Economic Development Manager.

Minimum Qualification Requirements

- 6 years of economic development experience for a governmental agency; or
- Associate's Degree in Public Administration, Business Administration, Economics, Urban or Regional Planning or closely related field and 4 years experience as described above; or
- Bachelor's Degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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.)

- Maintains and updates web site and electronically coordinates marketing plans and strategies.
- Researches and motivates target businesses to locate and expand operations within the community.
- Assists with the development and maintenance of the Economic Development Real Estate Database.
- Develops and administers partnerships, grants, and programs with businesses and agencies to maximize economic development opportunities.
- Coordinates with managers and staff interacting with local municipalities, community development agencies, and other groups to identify economic development projects to enhance and increase economic development in Pinellas County.
- Coordinates/facilitates long and short term studies, prepares reports and determines regulatory conformance of economic development proposals.
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and development.
- Identifies and applies for appropriate state, federal, public/private funding for economic development projects.
- Promotes cooperative relationships between local agencies and businesses to promote economic development, to reduce overlap and duplication of efforts and share resources to make economic development efforts successful.
- Prepares and presents reports to managers, groups and others to describe progress of economic development projects.
- Recommends changes to the economic development master plan.
- Performs related work as assigned or required.

BUSINESS ASSISTANT SPECIALIST 2 (continued)

Job Code	Pay Grade
21932	CL15

Knowledge, Skills, and Abilities

- Knowledge of private and public sector economic development policies and practices.
- Knowledge of recent developments, current literature and sources of information regarding community and economic development.
- Knowledge of economics and public finance as it applies to economic development.
- Knowledge of public and private sector organizations with special emphasis in county and municipal government interaction to promote economic development.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze facts, lead individuals and groups to attain master plan objectives.

For official use only

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