

BUSINESS ASSISTANT SPECIALIST, SENIOR

Job Code	Pay Grade
21934	CL18

Nature of Work

This is advanced professional and technical work promoting and coordinating economic development and assisting businesses to locate and expand within Pinellas County. An employee in this class serves as a principal resource for economic development to implement and coordinate short and long term strategies developing web-based marketing techniques to meet the objectives of the county's master plan. The incumbent is responsible to initiate and complete regular and special projects. 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 that includes team leader, supervision, or supervisory training; 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.
- Experience in advanced computer technology field preferably in marketing.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Designs and develops departmental web site and electronically coordinates marketing plan and strategies.
- Develops and maintains the Economic Development Real Estate Database.
- Researches and motivates target businesses to locate and expand operations within the community.
- Leads and/or trains individuals, groups and business representatives and staff to utilize the department's economic development plan via the web, the GIS (Geographic Information Systems) Site Assistant and the Real Estate Database.
- Develops and administers partnerships, grants, and programs with businesses and agencies to maximize economic development opportunities.
- Plans and recommends future information technology needs for the department.
- Finds and creates web-based solutions for business partners and others.
- 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.
- Plans, directs, implements and supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same; acts as LAN (Local Area Network) administrator for the department.
- Maintains workstations and databases and acts as troubleshooter for information technology problems.
- Identifies and applies for appropriate state, federal, public/private funding for economic development projects.

BUSINESS ASSISTANT SPECIALIST, SENIOR (continued)

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Illustrative Tasks (continued)

- 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.

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.
- Knowledge of current technology in web site design, system languages and support and repair of hardware 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
8/08	Professionals	Classified