

## **BUSINESS DEVELOPMENT MANAGER**

<b>Job Code</b>	<b>Pay Grade</b>
<b>21940</b>	<b>P1</b>

### **Nature of Work**

This is highly responsible professional and supervisory work involving community economic development, international trade development, revenue enhancement activities, and participation in organizations and groups to further the county's interest in economic and community development. An incumbent in this classification performs a wide variety of complex tasks to develop new businesses, new enterprise customers, and new revenue sources. This position is responsible for maintaining a working relationship with existing economic development organizations, local governments, chambers of commerce, existing businesses and industry. A portion of the work entails dealing with highly confidential and sensitive issues that require a high degree of discretion and tact. Duties and assignments involve continuous inter-departmental communication, coordination, and extensive public contact. This position requires thorough working knowledge of departmental programs, procedures, and policies and entails the exercise of extensive initiative and independent judgment. Performance of work is essentially self-generated and under minimal supervisory guidance. The position reports to a Bureau Director or designee.

### **Minimum Qualification Requirements**

- Bachelor's degree in public or business administration, urban or regional planning, political science or directly related field and 3 years of professional experience in the field of revenue development, marketing, economic development or related field that includes supervision or supervisory training; 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 and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to have completed advanced economic development or finance courses or specialized training directly related to the area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops and supervises prospect presentations and statistics for use in promoting the county; continues to enhance and upgrade all products for marketing Pinellas County.
- Maintains contact with business prospects, providing acquaintance tours of the county and the airport. Coordinates with regional, state and national economic development organizations to ensure resources available are being leveraged to the greatest extent possible.
- Develops and maintains contacts and close working relationships with economic development organizations, local governments, Chambers of Commerce, existing business and industry.
- Develops alternate revenue sources from concessions, naming rights, sponsorships, etc.
- Develops businesses for the airport and surrounding airport lands.
- Solicits, compiles, and summarizes data from other governmental agencies, economic development organizations, and existing business and industry.
- Assists business prospects in an effort to locate them in Pinellas County; encourages and assists local businesses in expansions and developing foreign market opportunities.
- Monitors changes in policies, procedures and laws related to business assistance, business development and the grants area.
- Performs related work as assigned or required.

## BUSINESS DEVELOPMENT MANAGER (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of economic development and ability to apply this knowledge in varied work situations.
- Knowledge of and ability to use multiple computer applications and software.
- Knowledge of principles and techniques of effective communication.
- Ability to apply computer applications and software.
- Ability to identify and conduct direct mail campaigns to target industry prospects, international and domestic; handle prospect follow-up from files.
- Ability to plan, direct, supervise, coordinate, organize, and inspect specialized business development projects, programs, and activities.
- Ability to answer inquiries concerning Industrial Revenue Bonds, Enterprise Bonds, Foreign Trade Bonds, labor market, taxes, permitting processes, real estate, international trade and business financing.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to maintain good public relationships with subordinates, superiors, and the public.
- Ability to analyze business trends as they affect the local economy.
- Ability to work independently on complex and confidential tasks.
- Ability to make minor decisions in accordance with county ordinances and practices.

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Revised	EEOC Code	Overtime Code
3/10	Officials & Managers	Exempt