

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: BUSINESS DEVELOPMENT COORDINATOR (Job Code 112).

GENERAL STATEMENT OF JOB

Works under general direction of the Development Services Director, with input from the City Manager/CRA Executive Director. Plans and implements business and economic development programs, and strategies for the City and the Community Redevelopment Agency (CRA), with particular emphasis on the City Center area and major business corridors. Work is performed at a professional level with a high degree of independence and initiative.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Works with the CRA, Chamber of Commerce, local, state and regional economic development agencies to formulate, recommend and implement policies and programs to enhance business development and job creation in the City.

Works with developers, real estate professionals and businesses to facilitate productive interactions with the City.

Meets with and assists businesses contemplating an expansion or relocation into the City.

Meets with local businesses to plan grand opening events, to determine and address issues that are effecting the businesses, and coordinate City marketing activities with those of the local business.

Attends DRC, P&Z, CRA and City Commission meetings as necessary; attends Chamber of Commerce and other economic development related organizations meetings.

Coordinates with CRA staff on preparation and implementation of business development workshops and events.

Assists in the creation and implementation of economic development incentives to attract businesses and promote job growth.

Works with CRA, City staff and appropriate public and private entities on the development of a business incubator program for the City.

Explores the potential for partnerships with local educational institutions to create entrepreneurial initiatives, provide workforce training, and support local businesses.

Compiles databases and relevant planning and economic information regarding housing, retail, industrial and office development activity.

Handles inquiries regarding economic data, trends and resources such as industrial and commercial development opportunities.

Prepares monthly and annual reports on economic development activities and results.

Performs emergency response duties as needed.

Performs other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Must possess a Bachelor's degree in business or public administration, economics, marketing, urban planning, finance or related field. Master's Degree, IEDC certification or completion of courses toward certification is desired. Minimum of one (1) year of experience in economic development, community development and/or redevelopment activities, or equivalent combination of training and experience that provides the necessary knowledge, skills and abilities to perform the job. Must possess and maintain a valid State of Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (5-15 pounds)

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles or influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and for processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of effective principles, practices, methods and techniques of municipal economic development.

Knowledge of business concerns, needs, practices and markets and relocation needs and initiatives.

Knowledge and techniques and principals of public relations, community image building, and marketing.

Knowledge of private sector financing and incentive strategies.

Skilled in the use, spelling, and punctuation of the English language, as well as in letter and report composition.

Ability to prepare and present professional oral and written reports and recommendations following necessary research and investigation.

Ability to work independently, follow written and verbal directions, problem solving skills.

Ability to perform research and to prepare item documentation.

Ability in dealing with the public in a pleasant and diplomatic manner

Ability to establish and maintain effective working relationships with supervisor, support staff, and other department staff that the position interacts with.

Ability to establish and maintain effective working relationships with private sector business executives and representatives, government officials, the media and others.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

City of Margate, Florida • Business Development Coordinator

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date