



Business Assistant Specialist 3

Category: Classified
Pay Grade: C26
Job Code: 21934

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced professional and technical work promoting and coordinating economic development and assisting businesses to locate and expand within the County; 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 the 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, and acts as LAN (Local Area Network) administrator for the department;
- Tracks divisional expenditures;
- Maintains workstations and databases and acts as troubleshooter for information technology problems and updates departmental website;
- Identifies and applies for appropriate state, federal, and public/private funding for economic development projects;
- Promotes cooperative relationships between local agencies and businesses to promote economic development, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of economic development experience for a governmental agency that includes team leader, supervision, or supervisory training; or an Associate's degree in public administration, business administration, economics, urban or regional planning, or closely related field and four (4) years of experience as described above; or a Bachelor's degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.
- Experience in advanced computer technology field preferably in marketing.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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 use small office equipment, computers, and highly technical computer applications;
- Ability to communicate effectively, both orally and in writing;
- Ability to analyze facts and lead individuals and groups to attain master plan objectives.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.