



Business Assistant Specialist 1

Category: Classified
Pay Grade: C19
Job Code: 21930

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 responsible planning, financial, and research work supporting the Economic Development Department or Convention & Visitors Bureau (CVB); provides assistance to managers in performing research projects and conducting independent studies; provides marketing and sales assistance, assistance with tour operators, trade shows, travel agents, and overall marketing/sales initiatives, and assistance to the development of new business, redevelopment of business, or expansion of existing business; offers significant input in the developing, monitoring, and evaluating multiple budgets relating to the distribution of federal and County grant funds.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops and maintains detailed briefs on available sites and buildings in the region and responds to requests for a broad range of information for opportunities in the region;
- Develops and maintains contacts and close working relationships with organizations, local governments, chambers of commerce, existing business, and industry;
- Provides analytical and administrative assistance in the implementation of efficient financial, marketing, or sales management;
- Coordinates travel arrangements;
- Performs routine office tasks and maintains inventory;
- Prepares various reports;
- Monitors changes in policies, procedures, and laws related to assigned area;
- Performs other related job duties as assigned.

Economic Development

- Maintains a library of contemporary references and statistical resources and produces customized reports and data summaries for use with existing business, prospective business, redevelopment, and grant applications;
- Assists business prospects in an effort to locate them in the County, works with existing County firms to encourage their expansion or redevelopment, and encourages and assists local businesses in developing foreign market opportunities;
- Provides systematic budget overviews for unified budgets and special projects requiring County fiscal support;
- Prepares applications for grant funding and maintains grant funding resource materials and publications;
- Evaluates and monitors projects and contracts for federal, state, and County programs;
- Provides financial and economic research and other support to staff as directed; and
- Assists marketing/sales agencies in an effort to promote the County and encourages and assists local/regional/state/national/worldwide travel organizations in utilizing County opportunities.

QUALIFICATIONS

Education and Experience:

Four (4) years of highly responsible experience in public or business administration that includes marketing, economics, finance, or major public or business planning functions; or an Associate's degree in business, accounting, finance, economics, marketing, planning, or related field plus two (2) years of experience as listed above; or a Bachelor's degree as described above in a related field; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of methods and techniques of promoting economic development or convention and visitor services;
- Knowledge of budgeting principles and financial reporting practices;
- Knowledge of federal and state grant programs and the fiscal procedure required in this specialized area;
- Knowledge of principles and techniques of effective communication;
- Knowledge of multiple computer applications and software.
- Ability to review and evaluate economic, business, or convention and visitor services development data;
- Ability to utilize problem-solving techniques;
- Ability to present information in a concise and organized manner;
- Ability to maintain detailed records, develop presentations of composite data, and perform comparative analysis of fiscal and operational performance data;
- Ability to plan, organize, and coordinate work assignments;
- Ability to work both independently and with groups;
- Ability to communicate effectively, both orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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 recordings 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.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.