

<b>Job Class Code: 0825</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to recruit and retain business and industry in the City of Chesapeake by identifying qualified prospects and developing a strategy for investment. The class is responsible for attracting business investments to the City to increase tax revenue, expand the City’s economic base, and create new jobs. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Works with business representatives, consultants, the real estate community, state and regional officials, and City officials on investment opportunities in the City.
- Develops strategies for presenting the advantages for expanding or relocating business in Chesapeake.
- Markets the City through domestic and international travel to meet with business decision makers on the advantages of doing business in Chesapeake.
- Establishes and maintains relationships with a variety of entities involved in the economic development process.
- Manages and resolves issues impacting the business community.
- Works with various authorities such as IDA, CPA, CAA, and EDAC as required.
- Works with State and regional officials to present and market the State and community to business decision makers.
- Develops return on investment analysis (ROA) of businesses seeking to relocate or expand, and evaluates the possibility of a recommendation to the City Manager and City Council for a development grant.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, and basic geometry involving plane and solid figures, circumferences, areas, and volumes; computes discounts and interest rates, ratios, rates, and percents; may use descriptive statistics.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a fiscal, engineering, environmental, or legal nature and formulates recommendations on the basis of such analysis.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in economics, public administration, business administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 03/22/21