

Job Class Code: 0820	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to attract and retain business activity for the City. The class is responsible for recruiting and encouraging new business, counseling businesses, responding to inquiries, organizing itineraries, and developing advertising schedules. 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

- Recruits and encourages new businesses, new jobs, and investments for the City.
- Counsels businesses on growing business opportunities, planning operations, problem identification and resolution, access to resources, and site selection.
- Responds to inquiries, concerns, and requests for information regarding business development and related issues.
- Organizes client itineraries, ribbon cuttings, ground breakings, luncheons, receptions, and expansion ceremonies for various business organizations.
- Develops advertising schedules and activities based on budget allocations including national trade publications, state-wide magazines, area informational brochures, and other appropriate media.
- Serves as representative for the City at various events such as marketing missions, trade shows, and conferences to promote the economic attributes of the City and/or Tax Increment Financing (TIF) Districts.
- Assists developers and real estate agents with prospect negotiations and the development of real estate pricing and building/site proposals.
- Coordinates the development of departmental and/or TIF District marketing activities and materials.
- Facilitates on going master planning process by consulting with city departments, coordinating the RFP and selection process and including all key stakeholders that results in successful and efficient implementation of TIF initiatives.
- Coordinates and develops, in conjunction with various departments, (Budget, Finance, City Attorney, City Manager and others) physical, budgetary and strategic goals and objectives; and provide annual reports of TIF District activities and progress to the Director of Economic Development and the City Manager.
- Performs related tasks as necessary such as serving on committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	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.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; differentiation and integration of algebraic functions; statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; financial and econometric models.
Language Requirements	Reads 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; writes complex articles and reports.

Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, or legal nature and formulate important recommendations or makes technical decisions that have an organization wide impact.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business administration, economics, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with the City Driving Standards.
Special Requirements	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.