



Title: Business Development Specialist

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from BRED Manager.
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to assist with the implementation of economic goals and objectives and strategies as they pertain to business retention and commercial business attraction programs as defined in the Economic Development Implementation Strategy (EDIS). Currently manages Peoria's Small Business Program and Business Retention and Expansion Program. Manages and implements projects and events; participates in client meetings to new and expanding commercial development projects; identifies, pursues, and manages redevelopment and infill projects; researches; markets; builds and maintains economic and development relationships within the community; sources leads; drafts proposals; negotiates deal points; data gathering; database development; prepares information packets; analyzes trends; prepares marketing materials; acts as liaison for the department; maintains records in interactions with the City's existing business base; assists in workforce development efforts; acts as liaison for department; maintains prospect records.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Develops and implements all small business education program activities; creates and presents seminars / workshops; manages events and promotes programs; maintains records and databases; responds to requests for information; participates in the design, development and maintenance of marketing materials for educational program.
2	Researches new companies; responds to inquiries and assists new business prospects in site selection and analysis; acts as lead to evaluate market as well as site requirements and project parameters; prepares client / prospect proposals; develops marketing packets for potential clients.
3	Manages business retention and expansion; establishes and maintains relationships with existing and prospective businesses; actions as liaison in local and regional economic development meetings; works with City staff; meets on-site with business owners; schedules and coordinates meetings with businesses; prepares and submits reports; develops solutions and strategy analysis; analyzes trends; makes community business presentations.
4	Promotes workforce development opportunities; partners with job placement services and schools; engages the business community in workforce development services.
5	Establishes and maintains relationships with existing and prospective businesses; represents City as liaison in local and regional small business and economic development meetings; attends off-site conferences, trade shows, and events; meets with prospective clients, businesses, commercial real estate brokers and other small business stakeholders; makes community presentations; represents and promotes the City through participation on various boards and committees.
6	Maintains knowledge of small business and economic development trends and educates community by attending and developing educational conferences, workshops, and seminars; stays informed of economic and political issues; serves on small business committees and community groups.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copy / fax machine, scanner and related software, mobile phone, desk phone, audio-video equipment, calculator, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.