

City of Claremont, New Hampshire Position Description

Position Title:	Business Development Specialist	FLSA Status:	Exempt
Reports to:	Planning & Development Director	Union/Merit:	Merit
Department:	Planning & Development	Grade Level-Points:	7 - 400
		Revised/Updated:	10/5/2016

Job Summary

Works with the Business Development Coordinator, but under the Planning & Development Director in coordinating the efforts to assist existing businesses and attract new or expanding businesses to Claremont. Incumbent is responsible for assisting the Planning & Development Director in coordinating long-range business development for the City.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Visits firms within the City limits to assess business needs; current and future.
2. Visits firms outside of the City of Claremont for the sole purpose of attracting new business to the community.
3. Visit firms as they receive the certificate of occupancy to evaluate the effectiveness of City services and permitting procedures.
4. Conduct city tours for business prospects to show them specific sites and/or buildings that meet their space needs.
5. Assists in implementing the City's Marketing Plan.
6. Performs web site editing and maintenance.
7. Perform special assignments as requested to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.
8. Write detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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9. Assist the ~~Director~~ business development efforts by preparing and updating the Planning & Development Director including number of sites visited, number of calls to prospective companies, quarterly to the Planning & Development Director.
10. Works in team setting to identify and write grant proposals.
11. Assist the ~~Business Development Coordinator~~ Director, private property owners, and real estate brokers in maintaining and updating a current inventory data of sites for prospective development.
12. Responds to related inquiries on a daily basis.
13. Perform other related duties as assigned.

Peripheral Duties

Attend meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's degree from a four-year college or university with major course work in business development, Planning & Development, marketing, business or public administration, or closely related field;

Two years of responsible experience with municipal, state, or federal government, or performing work related to business development in private business; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Main Street business and development.
- Business location decision factors and business development issues.
- Principles and practices of marketing techniques.
- Principles and practices of economics and finance.

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- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Methods and techniques of research, statistical analysis and report presentation.
- Computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, and Access desired.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Define problems, collect data, establish facts and draw valid conclusions.
- Develop and interpret trend data.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Works directly under the Director of Planning & Development in coordinating the efforts of business development related to Planning & Development in Claremont. Assigned work is performed independently following established routines and procedures. Advice and assistance are available when unusual or difficult matters arise and the employee is expected to recognize such situations and bring them to the supervisor's attention. The work is reviewed for accuracy and compliance with instructions on a spot check-basis, observation or subsequent processing.

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Supervision Exercised

An incumbent may or may not supervise others, but in any event the element of supervision is minimal, usually not more than two subordinate employees being involved. Because the incumbent does make decisions that are far-reaching, the work directly impacts the management of the entire agency.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Certified Economic Developer (desired)
New Hampshire Real Estate License (desired).
Must maintain any required approvals and designations as required.
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, various office equipment etc.

Typical Work Environment: Inside: 60% Outside: 40%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions.

Physical Activity Requirements

Primary Physical Requirements

Other Physical Considerations

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<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Occasionally required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required	<u>Squatting:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Kneeling:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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