

City of Claremont, New Hampshire Position Description

Position Title:	Business Development Coordinator	FLSA Status:	Exempt
Reports to:	Planning & Development Director	Union/Merit:	Merit
Department:	Planning & Development	Grade Level-Points:	9 - 570
		Revised/Updated:	04/10/05

Job Summary

The incumbent is the Lead employee in the city business development efforts to attract new and expanding businesses. Incumbent is responsible for advising department on long-range economic forecasting and analysis.

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. Assists department to develop, analyze, and forecast key economic indicators.
2. Principle employee for business visitation program within the City and outside of the City.
3. Principle employee for business retention, expansion and relocation.
4. May serve as department liaison for the Claremont Development Authority.
5. Visits firms as they receive the certificate of occupancy to evaluate the effectiveness of City services and permitting procedures.
6. Conduct city tours for business prospects to show them specific sites and/or buildings that meet their space needs.
7. Analyzes proposed legislation affecting business development.
8. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting data to management, elected officials, and others.
9. Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

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10. Prepares and updates the Planning & Development Business Development priorities including current data in a spreadsheet format; including businesses visited; and presents the information quarterly to the Planning & Development Director in a spreadsheet format.
11. Assists in the implementation of the City's Marketing Plan.
12. Maintains and updates a current inventory data of sites for prospective development.
13. Responds to related inquiries on a daily basis.
14. Performs 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 (Master's degree preferred) from a four-year college or university with major course work in economics, statistics, business or public administration, or closely related field;

Five (5) years progressively responsible experience as an economist or in performing work related to economic impact analysis, long range forecasting, or business development;

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:

- Computer applications related to the work.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic budgetary principles and practices.

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- Administrative principles and practices, including goal setting and program budget development and implementation.
- Methods and techniques of research, statistical analysis and report presentation.
- Considerable knowledge of principles and practices of marketing techniques.
- Considerable knowledge of principles and practices of economics and finance.
- Extensive knowledge of business location decision factors and business development issues.
- Extensive knowledge of relevant tax laws and other legislative issues effecting business development.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Demonstrated ability to communicate both orally and in writing.

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.
- The use of the tools and equipment listed below.

Supervision Received

Works directly under the Director of Planning & Development in coordinating the efforts of special projects 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: 30% Outside: 70%

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.

The incumbent's working conditions are typically moderately quiet to very loud.

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Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</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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