



Business Development Coordinator #02678

City of Virginia Beach – Job Description

Date of Last Revision: 04-07-20

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 16

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Coordinate and manage the business development group for the department of Economic Development; does related work as required including many one-time, non-recurring programs, activities and projects.

Representative Work Functions and Responsibilities

Coordinate the development, implementation, maintenance and management of a proactive, aggressive, and innovative business development program that results in the attraction and location of new domestic and foreign business and industry, retention and expansion of existing business and agribusiness, and new local entrepreneurship and business formation; and plan for and meet with specific major domestic and foreign prospects and undertake inquiry trips throughout the nation and abroad to promote the City as the best place in which to expand and/or relocate.

Supervise and direct staff; develop, monitor and evaluate staff performance.

Monitor national and international economic development trends with respect to their impact on the program.

Prepare a variety of complex written correspondence and reports.

Review business development related promotional materials; and deliver promotional speeches and talks before various civic organizations and business groups.

Participate in goal setting, formulating strategies, project planning, and internal and external affairs of the department; and assist the director in the formulation of department policies, plans and objectives.

Provide technical and administrative support to the director and fellow managers to enhance the department's ability to perform efficiently and effectively and achieve superior results.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Cultivate and manage effective relationships that grow the local economy through the creation of jobs, investment of capital, and the retention and expansion of existing businesses. Prospect requests are handled promptly with creativity and persistence; new prospects are developed; development authority and city-owned business property sale transactions are negotiated professionally and ethically; business development targets as established by the department director are attained; business and agribusiness development programs are managed efficiently and effectively; professional staff are provided appropriate training and encouraged to pursue associations and relationships to stay abreast of innovations in the field; human and financial resources are managed for optimum efficiency; close contact is maintained with owners and agents of available private sector sites and buildings to market their resources to prospects and with domestic and foreign economic development allies and business concerns to exchange information and identify direct leads for new additional business development; professionalism, flexibility, courtesy, efficiency, competitiveness, motivation, adaptability, resourcefulness, innovation, creativity, persistence and initiative are critical to this position.

Minimum Qualifications

Bachelor's degree in business administration, marketing, planning or related field and seven (7) years of experience utilizing the knowledge, skills, and abilities associated with such positions as city planner, marketing manager, real estate executive or broker or comparable positions OR any combination of education (above high school level) and/or experience equivalent to eleven (11) years in the fields utilizing the knowledge, skills, and abilities associated with this position.

Must have a current and valid driver's license.

Special Requirements

All 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.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Thorough knowledge of the principles and practices of economic development, including the techniques of business and statistical analysis as an information base to attract, locate, retain and expand business concerns.
2. Knowledge of the principles and practices of modern public and personnel management.
3. Knowledge of the overall goals and objectives of the city and long range plans and needs for improvement of the economic base.
4. Knowledge of the terminology and practices of specialized fields including engineering, architecture, real estate law, corporate finance, land use planning and development professions as they relate to business concerns, building, site acquisition and construction.

B. Skills

1. Skill in establishing and maintaining harmonious working relationships with other government officials, business executives, economic development allies, and the press.
2. Skill in communicating and presenting ideas and information concisely and effectively, both orally and in writing.
3. Skill in analyzing business development project situations and problems and developing innovative and imaginative plans and programs for solution.
4. Skill in preparing and presenting complex reports.

C. Abilities

1. Ability to develop program planning and to evaluate program accomplishments.
2. Ability to lead, manage, motivate, evaluate and supervise the work of professional and support staff.
3. Ability to negotiate complex and sensitive projects involving major business prospects.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

4. Ability to assume responsibility with minimum direction, produce effectively under pressure, work independently, establish priorities and maintain confidentiality.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires medium work that involves walking or standing most of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

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.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.