



Business Development Representative I #02071

City of Virginia Beach – Job Description

Date of Last Revision: 04-09-2020

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 9

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

Identify and pursue prospective businesses from the State of Virginia and neighboring states to relocate to the City of Virginia Beach and works to retain existing businesses.

Representative Work Functions and Responsibilities

Develop business relocation prospects as part of the effort to expand the City's economic base by following up on inquiries and/or traveling to other localities to make sales presentations.

Maintain regular contact with existing local businesses to monitor and ensure their satisfaction and assist in providing the necessary city services when required.

Prepare a variety of reports and studies: and compile business development related data to support staff presentations or forward to prospective clients.

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 their current workloads and department needs.

Performance Standards

New prospects are identified and developed; follow up on prospect requests for information and/or actions are done in a timely manner; sales leads are thoroughly researched and inquiry trips are organized to ensure maximum benefit to the City at minimum cost; the City is effectively represented at business development related prospect meetings and events; sales presentations are made effectively and professionally; maintain a basic knowledge of the terminology and practices of the legal, engineering, architectural, construction, and real estate professions as they relate to industrial development to maximize the opportunity of successfully closing a land sale or leasing opportunity; properly interpret City ordinances, policies and practices as they relate to business development to prospects.

Minimum Qualifications

Bachelor's degree in business administration or related and two (2) years of experience utilizing the knowledge, skills, and abilities associated with such positions as marketing or sales agent OR combination of education (above high school level) and/or experience equivalent to six (6) years in fields utilizing the knowledge, skills, and abilities associated with this position.

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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. Knowledge of business development practices.
 - 2. Knowledge of the terminology and practices of the legal, engineering, architectural, construction, and real estate professions as they relate to the business development process.
 - 3. Knowledge of City organization, administration, and policies.
- B. Skills
 - 1. Skill in oral and written communication.
 - 2. Skill in basic salesmanship.
- C. Abilities
 - 1. Ability to communicate effectively.
 - 2. Ability to relate to and work easily with others.
 - 3. Ability to organize work and use time effectively.
 - 4. Ability to prepare a variety of reports and studies.

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 sedentary work that involves walking or standing some 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*

Performs advanced professional level work in the analysis or interpretation of methods of a legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems.

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.*

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.

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

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