

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Business Development Specialist
DEPARTMENT: Economic Development
REPORTS TO: Director
FLSA STATUS: Exempt

SUMMARY: This position is focused on business retention and expansion, within Garrett County including the municipalities. This is a business outreach position where the individual proactively meets with businesses and stakeholders throughout the County to help navigate issues and make connections to resources.

ESSENTIAL DUTIES AND REONSIBILITIES:

1. Develop, coordinate and implement a business retention and expansion program, aligned with the Economic Development Department Strategic Plan.
2. Identify needs and opportunities to support existing businesses.
3. Provide technical assistance in economic, commercial and community development using private and public sector resources.
4. Assist in analyzing and responding to business workforce needs.
5. Make presentations to government officials, business prospects, and a variety of community groups and business organizations.
6. Develop and maintain relationships with municipalities, commercial property owners, developers and investors, to make them aware of County services that will help them maximize the value of their property.
7. Attend business association meetings and events, i.e. Greater Oakland Business Association, Greater Grantsville Business Association)
8. Oversee the production of materials related to economic development to facilitate press releases, advertisements, video and promotional material including brochures.
9. Assist the Director of Economic Development in representing the County on economic development boards and committees; prepare reports on economic development activities for the administration.
10. Other duties may be assigned

KNOWLEDGE SKILLS:

- ❖ Knowledge of economic development concepts and practices including current developments, trends and technologies within the field.
- ❖ Ability to manage multiple projects, timelines, priorities, projects budgets and to communicate project status to involved parties.
- ❖ Ability to establish, work effectively and maintain relationships with the general public, elected officials, municipal government, agency partners, business prospects and corporate representatives in a professional and highly confidential manner.
- ❖ Excellent communication and interpersonal skills with the ability to build consensus and resolve issues

EDUCATION and/or EXPERIENCE:

- ❖ Bachelor of Science in Business Administration, Public Administration, Management, Planning, Economics or closely related field.
- ❖ Three (3) years' experience in economic development, marketing, business attraction and/or development research, community development planning or a related field.

- ❖ Knowledge of Microsoft products including Word, Excel and PowerPoint is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

The physical demand described herein 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 duties.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear.

While visiting business sites, incumbent will be required to move around large areas of property with varying terrain, and climb stairs, ladders and/or ramps.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee will encounter while performing the essential functions of the position. The Business Development Specialist works in an office environment on a daily basis. Travel to various work sites, business, and/or meeting locations is required.

Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours will be required on a regular basis.