

COUNTY OF VOLUSIA
invites applications for the position of:
**Business Manager - Economic
Development**

An Equal Opportunity Employer

SALARY: \$65,274.00 - \$108,319.00 Annually

OPENING DATE: 09/20/17

CLOSING DATE: 10/04/17 11:59 PM

MAJOR FUNCTIONS:

The County of Volusia is seeking a Business Manager for the Economic Development Division. This position is located at the Daytona Beach International Airport and will be responsible for directing and managing process-related activities in the Economic Development division that a). Promote the County Council goals for a comprehensive, countywide economic development program, and b). Support community wide efforts toward business expansion, business retention and business recruitment. **The preferred candidate**, having met the minimum requirements will have at least ten (10) years of private-sector experience, as well as, at least five (5) years of supervisor experience. MBA certification is a plus.

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Facilitate compilation and analysis of labor market and local/regional economic indicators using federal, state and local databases. Generate business intelligence on local industries and companies to support business expansion and retention initiatives. Prepare presentations and reports as required.
 - Assess the economic development ecosystem and develop business intelligence or business initiatives designed to support second stage business owners, emerging firms and entrepreneurs. Contribute data-driven perspective to strategies that address workforce talent pipeline needs.
 - Develop economic impact analysis for proposed business expansion and business recruitment projects. Prepares and maintains reports, files and statistics for project management.
 - Provide support for direct and indirect marketing initiatives or campaigns. Support international trade initiatives for existing businesses. Coordinate with economic
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development practitioners, chambers of commerce, other community partners and business community leaders.

- Respond to business inquiries and draft business expansion or business retention proposals. Coordinate project initiatives through meetings, correspondence, presentations and reports.
- May supervise subordinate staff.
- Performs other duties as assigned.
- May be assigned to other office locations based on operational needs.
- Attends work on a regular and consistent basis.
- Must adhere to Federal, State, County and Local ordinances.
- Responds to emergency situations.

MINIMUM REQUIREMENTS:

Bachelor's degree with seven (7) years of private-sector experience in business management, economic development, business consulting, small business ownership or related field. Must possess and maintain a Florida driver's license within 2 weeks of hire. A comparable amount of education, training or experience which provides the necessary knowledge, skills and abilities may be substituted for the minimum requirements (For example, eleven (11) years of experience with business recruitment, business expansion or business retention. ***The preferred candidate***, having met the minimum requirements will have at least ten (10) years of private-sector experience, as well as, five (5) years of supervisory experience. MBA certification is a plus.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles, practices and techniques of business expansion.
 - Knowledge of new business investment and supportive measures to encourage employment creation in the following industries: aviation and aerospace, defense, marine, advanced manufacturing, information technology, medical products, transportation equipment or distribution/logistics.
 - Knowledge of product commercialization, the management of a small business incubation or entrepreneurial program or SBA lending programs.
 - Able to prepare senior level business-to-business presentations, sales and information development required.
 - Working knowledge of state and federal job training program and the ability to support high skilled and high waged employment opportunities. Working knowledge of available local and state business incentives, worker training programs, alternative financing, international trade opportunities, industrial trade shows, entrepreneurial and small business counseling.
 - Able to exercise judgment and discretion in establishing, applying, and interpreting business needs. Able to establish and maintain effective working relationships with fellow associates, business management personnel, local stakeholders (public and private) and the general public.
 - Able to organize work. Able to work independently without supervision. Able to express ideas clearly and concisely, orally and in writing, to groups and to individuals.
 - Attends work on a regular and consistent basis.
 - Must adhere to Federal, State, County and Local ordinances.
 - Able to operate a motorized vehicle.
 - Able to travel.
 - Responds to emergency situations.
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ADA REQUIREMENTS

Physical Demands: Sedentary work with travel required. Ability to hear, talk. Visual acuity (peripheral vision, depth perception) necessary to operate a motorized vehicle.

Environmental Demands: Inside and outside work required. Occasional exposures to weather, dust, and noise.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously, conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.volusia.org/humanresources>

Job #17-00325
BUSINESS MANAGER - ECONOMIC DEVELOPMENT
MW

OUR OFFICE IS LOCATED AT:
230 North Woodland Blvd Suite 262
DeLand, FL 32720
386-736-5951
humanresources@volusia.org

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference pursuant to State law. Individuals with a disability who require special accommodations during the selection process should notify the Human Resources Division at (386)736-5951.

Business Manager - Economic Development Supplemental Questionnaire

- * 1. NOTE: Your response to the following supplemental questions must match the information in the appropriate sections on your application. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration.
 - I have read and understand the above statement.
- * 2. Please indicate if you possess a college degree.
 - Master's degree or higher
 - Bachelor's degree
 - Associate's degree
 - No degree
- * 3. If you have a college degree, please indicate in what field. If you do not have a degree, please indicate N/A.

- * 4. Do you have at least seven (7) years of private-sector experience in any of the following areas:
 - Business Management
 - Economic Development
 - Business Consulting
 - Small Business ownership
 - Other related field
- * 5. If you have experience in any of the areas listed in the previous question, please indicate the number of years, position title and the name of the agency/organization(s). If you have no experience, please indicate N/A.
- * 6. If you do not have experience in any of the areas listed in question #4, do you have a comparable amount of education, training, or experience that may be substituted for the minimum requirements (For example, eleven (11) years of experience with business recruitment, business expansion, and business retention).
 - Yes
 - No
 - Not applicable
- * 7. Do you have at least five (5) years of supervisory experience?
 - Yes No
- * 8. If you answered yes to the previous question, please indicate the number of years, position title and the name of the agency/organization(s). If you answered no, please indicate N/A.
- * 9. Do you possess a current valid Florida Driver's License?
 - Yes No
- * 10. If you answered no to the previous question, will you be able to obtain a Florida driver's license within two (2) weeks of hire if selected for the position?
 - Yes
 - No
 - Not applicable
- * 11. Where did you hear about this position?
 - County of Volusia Website
 - Daytona Beach News Journal
 - Monster.com
 - Other
- * 12. If you answered "other" to the previous question, please indicate which specific source.

* Required Question

