

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 321

BUSINESS DEVELOPMENT SPECIALIST

GENERAL

Under supervision of the General Services Director, this position assists with the development of Local/Small Business Enterprises (Local/SBE's) to increase participation as contractors and subcontractors for the procurement of goods and services. The Business Development Specialist is responsible for encouraging and fostering the participation of Local/SBE's in the Central Procurement activities of the City.

ESSENTIAL JOB DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Advocate and liaison between the Local/SBE Vendors and the City.
- Organize, attend, and participate in special events and promotions advocating Local/SBE vendor participation in City projects.
- Serve as a spokesperson for the Purchasing Department at special events.
- Promote Local/SBE vendors doing business with the City through a combination of brochures, mass mailings, public presentations, radio promotions, special events, the Internet, social media, outreach activities, and campaigns.
- Establish and maintain effective relationships with Local/SBE vendors.
- Collaborate with the City's Chamber of Commerce on Local/SBE opportunities with the City.
- Assist Local/SBE's with City RFP/Bid process, insurance and bonding requirements, and other knowledge and skills businesses need to perform under a public contract.
- Data entry of Local/SBE contact information into NaviLine and other data entry responsibilities as assigned.
- Employ resourcefulness and ingenuity in conducting research and analysis.
- Develop requirements for user departments to track Local/SBE use.
- Conduct a study to determine feasibility of sheltered market for local businesses.
- Assists with the distribution of collateral materials (printed and other forms), web site postings and updates, newsletters, flyers, etc.
- Performs analysis and related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer programs and applications for outreach including multimedia forums, constant contact or equivalent, social networks (Facebook, Twitter, & Instagram) & e-blasts.
- Knowledge of Adobe Photoshop, Illustrator, InDesign, and the RFP/Bid process.
- Knowledge in Microsoft Office Applications.
- Skills in making visual and oral presentations.
- Ability to engage merchants and business owners in the process of community outreach.

- Ability to establish and maintain effective working relationships with supervisors, peers, and the public.
- Ability to communicate effectively, written and oral.
- Ability to work a flexible schedule including night and weekends.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Must have Public Administration Degree and other related degrees. Applicant must be able to work a flexible schedule including some nights and weekends.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, and pulling. Sedentary position with the ability to see, read, talk, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 19/50

Location: Purchasing

GERS: Regular Class