

SMALL BUSINESS SOLUTIONS MANAGER

Pulaski County

Department: Economic Development

Reports to: Economic Development Director

Supervision Exercised: None

Supervision Received: Work is performed with daily instruction and supervision.

Classification (FLSA): Non-Exempt, Full-Time

Work Hours: 40 hours, flexible including night and weekend work

ESSENTIAL FUNCTIONS: The Business Solutions Manager is responsible for networking and assisting Pulaski County with small business efforts, encouraging business investments and the creation of new job opportunities in the community. Essential functions may include: recruiting new business and industry; conducting market research and promotional strategies and travel.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Work with Small businesses to come up with strategies that will allow businesses to succeed
- Manage the New River Valley Business Center
- Provide bookkeeping services to the New River Valley Business Center
- Establish the Pulaski County Business Solutions Center
- Work with the County Economic Development Authority to provide services for small businesses
- Keep track of all of the commercial and industrial properties in Pulaski County including contacts for the properties and descriptions
- Support Pulaski County business recruitment efforts
- Attend and participate in local, regional and State meetings that deal with Small Business Development
- Coordinate with the small business development center to serve Pulaski County businesses
- Attend conferences and seminars to increase knowledge of Economic Development and small business

- Keep data on retail business and support shop small efforts
- Support Main street development in the Towns in Pulaski County

KNOWLEDGES, SKILLS AND ABILITIES:

- General knowledge of modern principles and practices of economic development and public and business administration and possess familiarity of current businesses within the community
- Ability to prepare clear and comprehensive financial and administrative reports
- Ability to maintain effective working relationships with county officials, industry executives, and the general public
- Ability to use Arcview GIS and internet based information

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Also requires the ability to use a variety of construction tools and testing equipment. Requires the abilities to sit at a desk and operate computer and other devices; read and write and to exchange information; walk, squat, kneel or bend to file papers; lift and carry up to 50 pounds; traverse steep terrain and stairs; work independently in the absence of specific instruction; and to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration, Business Administration or related field required.
- Masters Degree preferred but not required.
- Experience in working with Small Businesses and government agencies.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of small business trends
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date: _____