

# **LINN COUNTY CLASSIFICATION**

**TITLE: BUSINESS DEVELOPMENT COORDINATOR**

**NUMBER: 652**

**APPROVAL ORDER**

**PAY RANGE: 00**

**NUMBER: 2000-417**

**CATEGORY: MANAGEMENT/EXEMPT**

**DATE: August 2, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide outreach to businesses to make them aware of funding opportunities available in Linn County and state-wide. Assist participating businesses in preparing applications for assistance and help assemble information needed to qualify for other local, State, and Federal business assistance programs. Coordinate participation with other local resources including Cascades West Financial Services, Oregon Economic and Community Development Department, Oregon Development Group, the U. S. D. A. Rural-Business Cooperative Service, and commercial banks. Provide technical assistance to businesses including development of business plans and financial assistance applications. Provide support necessary for the continued operation and close-out of Round I through Round IV of the Linn County Investment Fund. Some of these projects include Linn-Benton Regional Strategy projects.

SUPERVISION RECEIVED: Works under the general supervision of the Board of County Commissioners who provides direction and reviews work for results obtained.

SUPERVISION EXERCISED: This position does not typically involve supervision beyond that required for part-time clerical support.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide outreach to the business community to make them aware of funding opportunities.
2. Assist businesses in preparing requests for assistance from local, State and Federal business assistance initiatives, including the development of business plans.
3. Determine appropriate mix of financial assistance and other business services (including financial counseling, business planning, accounting, desktop publishing, legal help and business advocacy) which will maximize the success of participating businesses.
4. Coordinate assistance with other local resources including, but not limited to, Cascades West Financial Services, Oregon Economic and Community Development Department, the Oregon Development Group, the U. S. D. A. Rural-Business Cooperative Service, and commercial banks.
5. Close out Round I through Round IV Linn County Investment Fund projects administered by Linn County. This includes completing disbursement of funds for projects, monitoring projects, collecting payments from successful projects, liquidating unsuccessful projects, processing quarterly financial reports and job creation reports.

6. Recommend plans of assistance to investment review committees for final approval. Provide necessary staff support to committees, including agendas and minutes.
7. Responsible for providing ongoing project monitoring and assistance to insure adequacy of services provided and that project problems are adequately addressed before they become too serious.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of business assistance programs, extensive knowledge of business fundamentals. Have the ability to work with committees and diverse groups of people. Evidence of being a highly motivated self-starter with strong analytical skills; good judgement; leadership and organizational skills; and the ability to work independently with a minimum of supervision. Ability to effectively assist business people in the development of business plans. Ability to communicate effectively with business people. Ability to evaluate business requests for assistance and prepare clear, concise recommendations. Ability to make public presentations before committees and other local groups. Ability to communicate effectively, both orally and in writing. Ability to supervise assigned clerical staff. Ability to establish and maintain working relationships with the Board of County Commissioners, committees, officials from other agencies, and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Two years of professional, progressively responsible experience in business assistance programs, especially small business programs; graduation from a four year college or university with a Bachelor's Degree in Business or Economics; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work described. A Master's Degree may be used as a substitute for the required experience.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.