

**Career Service Authority**

*Deputy Director for Small Business - MOED*

Revised Date

Revised By

FLSA Code

Est. Date

Patricia Anderson

Exempt

09/16/95

---

---

***General Statement of Duties***

Develops and manages all of the small business programs for the Mayor's Office of Economic Development.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Develops and manages small business development programs that address retention and expansion of existing small businesses and the creation of new businesses.
  - *Knowledge of business development techniques and practices sufficient to be able to perform a variety of duties related to the work assignment.*
  - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
2. Develops strategies for revitalizing target commercial and industrial business districts.
  - *Knowledge of business development techniques and practices sufficient to be able to perform a variety of duties related to the work assignment.*
  - *Skill in exercising initiative, judgement, and decision making in solving problems and meeting the objectives of the unit or project.*
3. Determines the priorities, goals, and objectives of the division or work functions assigned.
  - *Skill in analyzing works functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
4. Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.

- *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish division objectives*
- 5. Negotiates small business development projects having potentially significant impacts on the city.
  - *Knowledge of business development techniques and practices sufficient to be able to perform a variety of duties related to the work assignment.*
  - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies*
- 6. Develops program criteria, policies, and procedures for the small business section.
  - *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
  - *Skill in exercising a high degree of initiative, judgement, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.*
- 7. Represents and promotes small business activities to the Mayor, City Council, elected officials, the business community, and other state and federal entities.
  - *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*
  - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
- 8. Directs the development of performance evaluation standards for functions managed within the guidelines set by management. Formally evaluates the work of directly subordinate supervisors and/or staff.
  - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
- 9. Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.
  - *Knowledge of employee development principles and practices sufficient to be able to ensure the long range success of the organization by incorporating cross*

*training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.*

10. Interviews and selects staff reporting directly to this position and assists with other interviews as required.
  - *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions.*
11. Assumes responsibility for special assignments delegated by the director.
  - *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
  - *Skill in exercising a high degree of initiative, judgement, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.*
12. Performs other related duties as assigned or requested.

.....  
*Any one position may not include all of the duties listed; however, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
.....

## **Job Requirements**

### **Level of Supervision**

Supervises one subordinate supervisor and/or two or more employees who do not supervise.

### **Guidance and Decision Making**

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined. Requires creativity and ingenuity in devising criteria, techniques, and methodologies for approaching previously unexplored or unresolved problems or situations. Work assignment is generally unstructured and employee is responsible for supervising a variety of units involved in complex and nonstandardized tasks in which several projects may be pursued concurrently. Duties performed involve many factors to be evaluated and weighed, requiring a high degree of analytical ability, judgement, and decision making. Work may be reviewed for soundness of judgement and conclusions by an agency manager.

### **Interpersonal Communications**

Contacts of a nonprescribed nature involving the negotiation and resolution of nonroutine problems encountered and where

exceptional degrees of discretion and judgement are required in carrying out the programs and policies of the organization

**Physical Demands**

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

**Vision Requirements**

Near Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

**Mental Demands**

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

**Working Conditions**

Subject to varying and unpredictable situations

Subject to many interruptions

Pressure due to multiple calls and inquiries

**Minimum Education**

Baccalaureate Degree in Business Administration, Marketing, Finance, Public Administration, or a related field.

**Minimum Experience**

Three years of supervisory experience of the type and at the level of Senior Economic Development Specialist.

**Equivalency**

Additional appropriate education may be substituted for one year of the minimum experience requirement.