



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 405.5

Job Title: **BUSINESS DEVELOPMENT COORDINATOR**

Pay Grade: 18

GENERAL SUMMARY:

Performs administrative duties as liaison with commercial and industrial firms in order to promote more effective cooperation between the City and the business community, to facilitate relations between the City and the business community, to encourage business to remain or locate in the City, and to monitor and track business participation in City procurement.

RESPONSIBILITIES:

- Makes needed information available to the business community, such as sources of supply, government contract and bidding procedures, market data, sales opportunities and management aids.
- Makes presentations to firms throughout the city to explain services and promote better understanding of business relationships available with the City. Disseminates information about program requirements to businesses, the public and outside agencies through workshops, seminars, and telephone and office walk-in inquiries.
- Assists with and maintains contacts with commercial and industrial firms. Acts as liaison between business firms and city agencies to facilitate the resolution of immediate and long-range concerns or problems.
- Receives and handles business requests requiring the cooperation of partner organizations and Federal, State, and other City agencies.
- Compiles data and prepares periodic reports as requested.
- Assists in investigations of specific problems in the file and makes recommendations to resolve problems.
- Certifies or designates businesses for inclusion in City procurement, in accordance with local, state and federal regulations. This may include businesses that are owned, operated and controlled by minority, women, and persons with disabilities, as well as businesses located within the City or local area, or small businesses as established by the Small Business Administration (SBA).
- Determines initial and continued program participation based on ownership and control of the business, as well as business operations such as management, expertise, functionality, independence and SBA (Small Business Administration) size standards.
- Conducts on-site visits to verify the location, functionality, and legitimacy of a business through examination of the physical premises, equipment, inventory, day-to-day operations, staffing and business records such as bank statements, leases, payroll records, invoices, etc.
- Conducts on-site interviews with City businesses, vendors, service suppliers, and their employees and references, to monitor contract regulations. Audits construction businesses' payroll, financial statements and tax records to verify compliance with contract regulations.
- Reviews and records construction businesses are in compliance with Labor Compliance Standards.
- Monitors Small/Minority/Women Business Enterprise (S/M/WBE) utilization on City funded projects.
- Monitors and enforces prevailing wage payments by City businesses for compliance with municipal, state and federal regulations by auditing payrolls, conducting site visits, observing worker performance, and investigating wage violations.

RESPONSIBILITIES: (continued):

- Compiles supporting documentation and prepares summary reports and program participation recommendations based on information gathered or ascertained.
- Conducts pre-certification workshops and responds to public and business inquiries regarding MWDBE/SBE certification programs or status. Provides information to other certifying agencies requesting field audit reports.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts or a related field.

EXPERIENCE:

One year of responsible, professional administrative experience is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where basic analytic ability is required, in following guidelines, polices and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Business Development Coordinator
Senior Business Development Coordinator
Business Development Supervisor

Effective: July 2013