



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 405.6

Job Title: **SENIOR BUSINESS DEVELOPMENT COORDINATOR**

Pay Grade: 20

GENERAL SUMMARY:

Performs administrative duties in such fields as business promotion, industrial marketing and planning, provision of technical and financial service to the business community, development and implementation of programs to promote effective relations between the City and the business community, encourage businesses to remain or to locate in the City and monitor and track business participation in City procurement.

RESPONSIBILITIES:

- Obtains, assembles, and prepares information on procedures and technical assistance for dissemination to business community.
- Obtains, collects and assembles data for marketing presentations aimed at the industrial and commercial community; prepares and writes booklets and special media material for marketing presentations. Disseminates information about program requirements to businesses, the public and outside agencies through workshops, seminars, and telephone and office walk-in inquiries.
- Obtains, collects, and assembles documents to interpret information and provide field data necessary for negotiations of economic site plans and programs.
- Collects and assembles financial data on present and anticipated projects, and prepares reports on these findings.
- Assists in counseling local business organizations and members of local business communities, making recommendations to overcome obstacles in initiating new businesses or in conducting established businesses.
- Directs investigations of specific concerns in City contracting with businesses and reviews recommendations to resolve concerns.
- Confers with business firms and coordinates activities with Federal, State, and City agencies in providing information on business trends and in the resolution of issues.
- Provides technical assistance to and may train Business Development Coordinators as requested.
- May lead or supervise the activities of business promotion and related business services staff, developing and implementing strategies and solutions to eliminate immediate and long-range 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). Handles the more complex certification requests.
- 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.
- Oversees and/or 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.

RESPONSIBILITIES: (continued)

- Oversees and/or 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.
- Compiles supporting documentation and prepares summary reports and program participation recommendations based on information gathered or ascertained.
- May serve as a member of the certification review committee and assist in the review of denial appeals.
- 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:

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

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

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:

Involves general scheduling and review of work as a "working supervisor" or lead person.

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.

SPECIFICATIONS (continued):

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