



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 405.8

Job Title: **BUSINESS DEVELOPMENT SUPERVISOR**

Pay Grade: 22

### **GENERAL SUMMARY:**

Performs administrative and supervisory duties in business promotion, economic development activities, and monitoring business participation in City procurement, or assists in the supervision of the development and administration of major economic development programs.

### **RESPONSIBILITIES:**

- Directs and supervises the development of programs of City-wide scope to maintain and attract business in the City; coordinates programs.
- Directs and supervises the work of Senior Business Development Coordinators and Business Development Coordinators.
- Acts as community representative coordinating the activities of other personnel for various projects.
- Develops and coordinates strategies and multimedia marketing presentations aimed at the business and industrial community.
- Represents the section manager at departmental, committee and agency meetings and legal proceedings as requested to provide information about division programs and services.
- May represent the agency at conferences with Federal, State and City agencies, civic or private institutions on matters relating to community economic development revitalization projects.
- Plans, sets up and directs inter-agency meetings involving economic development; is responsible for preparing agendas, inviting participants and chairing such meetings.
- Directs and prepares cost analyses, financial reports and recommendations on present and anticipated projects.
- Prepares major reports and studies concerned with problems and other necessary data of commitment and sites.
- Conducts desk and field audits; prepares summary of findings.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Four years of responsible, professional administrative experience, preferably in MWBE in certification, 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 to limited supervision within standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. 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 prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **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*