

City of Fort Worth, Texas Job Description

Classification Title	Business Development Coordinator		
Job Code:	PR1180	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supports and administers economic and community development projects, special purpose districts and local government corporations funded by federal, state and local sources. Recruits and retains companies through application of incentive programs; and oversees incentive programs and agreement compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Develops and administers contracts. Negotiates terms of construction and redevelopment contracts; conducts feasibility analysis; verifies eligibility per federal and local requirements; and coordinates approval process.
3. Prepares and delivers presentations on assigned projects to a variety of commissions, committees and neighborhood organizations. Coordinates board meetings; and prepares agendas, reports, presentations and supporting documents.
4. Manages, negotiates and administers City-led and publicly funded real estate development initiatives.
5. Manages the annual review of active incentive agreements for compliance with incentive agreement on annual commitments.
6. Represents the department to other departments, elected officials, developers, business representatives, and outside agencies at a variety of meetings. Coordinates assigned activities with those of other departments and outside agencies.
7. Provides oversight of the City's Enterprise Zone Program. Coordinates with the State on proposed projects and zone designations.

8. Supports small business start-up and development through the provision of information, technical assistance, securing appropriate gap financing, obtaining permit and zoning approvals and other advocacy as required.
9. Assists inbound international trade delegations to evaluate potential business opportunities. Coordinates government involvement in international activities, including coordinating participation of elected officials and staff.
10. Develops and administers policies, guidelines, and criteria for the establishment of the Tax Increment Finance (TIFs) and utilization of TIF funds.
11. Prepares projects and financing plans, including alternative scenarios for boundaries, term and eligible projects.
12. Prepares and presents annual reports to City Council, Comptroller of Public Accounts, and other participating taxing entities on the status of all TIFs.
13. Assists in the preparation of the division's annual budget.
14. Provides support for recruited businesses and new developments with other City departments to facilitate the move or development to Fort Worth.
15. Monitors legislation and rules affecting the City's economic development strategies.
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Incentive policies, programs and projects.
 - Business finance mechanisms, real estate transactions, and site selection criteria.
 - Principles and practices of the Texas Property Tax Code including abatement, exemptions, appraisals, and tax increment financing.
 - Principles of supervision, training and evaluation.
 - Departmental projects and initiatives.
 - Principles and practices of general accounting; City's procurement process and legal requirements.
 - Geographic Information System (GIS).
 - Internal approval process to designate projects through the State economic development programs.
 - Principles and practices of general accounting.
 - City departmental functions.
 - Federal, state and local regulations applicable to economic development projects.
 - Available economic and community development resources and common strategies.

- Public sector budgeting, pro forma analysis, analysis of financial statements and deal structuring.
- **Skill in:**
 - Organization and time management.
 - Negotiation and deal structuring; problem solving.
 - Computers and applicable software.
 - Coordination.
 - Interpersonal relations.
 - Delivering presentations.
 - Analyzing GIS data.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret federal, state and local regulations applicable to economic development projects.
 - Perform calculations to determine effectiveness and overall benefit of proposed incentive agreements.
 - Meet deadlines and posting requirements.
 - Delegate, motivate and evaluate the work of subordinates.
 - Set goals and communicate expectations.
 - Work with various departments, legal counsel and outside professional partners.
 - Convey importance of compliance with federal and local requirements.
 - Make maps using GIS or other mapping software.
 - Ensure adherence to project deadlines.
 - Coordinate internal and external resources in support of successful completion of project timeline.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Economics, or Political Science and four years of related experience in economic, community, or business development, or a related field.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.