

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Business Development Manager		
<b>Job Code:</b>	MG1111	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	07/03/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Manages and coordinates comprehensive community-driven programs to attract and retain businesses to Fort Worth. Implements economic and community development plans, programs, and services to promote development in central city neighborhoods and commercial districts; conducts public outreach activities to build relationships with key community leaders; develops programs to promote the growth of emerging technologies and international trade and performs a variety of tasks in support of assigned area of responsibility.

### 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. Works to attract and retain businesses to Fort Worth. Meets with consultants and businesses; discusses opportunities and incentives; reviews information to determine scope of project; and provides information about City development process.
3. Negotiates or manages the negotiation of public sector participation packages for catalyst projects throughout the City; and monitors and prepares requests for Tax Increment Finance (TIF) for assisting with funding capital projects.
4. Represents the City at prospect meetings and business/community events. Prepares and delivers presentations; coordinates public information requests; coordinates meetings; identifies speakers; and prepares minutes and agendas.
5. Administers and monitor vendor contracts to ensure compliance with Business Diversity Enterprise Ordinance. Communicates with project managers regarding project information; completes and submits compliance letter for projects; submits verification forms; requests summary reports; and explains requirements as necessary.

6. Coordinates special projects, including research of new programs and services, budget analysis and preparation; and prepares and presents reports, detailed findings and recommendations.
7. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; and implement improvements.
8. Participates in vendor selection committees; facilitates committee meetings; attends pre-construction meetings; and prepares participation reports.
9. Participates in the development and implementation of departmental goals, objectives, policies and priorities for assigned service area.
10. Identifies and facilitates the establishment of potential partnerships among employment and training organizations, educational institutions, businesses, community organizations, and economic development agencies to address a variety of labor force issues including training programs.
11. Performs other related duties as required.
12. 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:**
  - Revitalization and redevelopment programs.
  - Community economic development principles and practices.
  - Partnership development, grant writing and fundraising.
  - Business Diversity Enterprise (BDE) Ordinance.
  - City policies and procedures.
  - Economic diversification and inner city revitalization assistance programs available from federal, state and local governmental agencies.
  - Employment growth areas within local business community.
  - Methods and techniques for interviewing and research.
  - Pertinent Federal, State and local laws.
  - Clear and concise report preparation.
  - Principles and practices of program development and implementation.
  - Modern office equipment including computers.
  - Local economic diversification and community development program history.
  - Community needs and resources.
- **Skill in:**
  - Mathematics.
  - Computers and applicable software.
  - Negotiation and conflict resolution.
  - Delivering presentations.
  - Research.
  - Organization and time management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Analyze and communicate information.
- Evaluate programs and recommend actions.
- Read and extrapolate pertinent information from contracts.
- Interpret financial statements, pro formas, cash flows and growth projections.
- Ensure compliance to Public Information Act.
- Coordinate feedback and HED responses with senior management.
- Prioritize department responses.
- Review and interpret proposed bills and existing legislation.
- Delegate, monitor and evaluate the work of subordinates.
- Prepare clear and concise reports, both written and oral.
- Recommend and implement goals and objectives for providing economic diversification and community development services.
- Interpret and explain City policies and procedures.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Planning, Business Administration, Public Administration, Political Science, or a related field and five years of increasingly responsible experience in community development, economic development and/or diversification, including two years of management/administrative experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **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.