



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

BUSINESS ADVOCATE

FLSA Status: Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: UC4

CLASS SUMMARY:

The Business Advocate is a Programs Stand Alone class. Incumbents are responsible for promoting and advocating for the business sector in the City of Grants Pass by facilitating planning, coordinating, developing and implementing business and economic development programs and projects within the City. Incumbents act as facilitators and liaison between the business community and City staff, and collaborate with City departments in implementing specific projects.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Advocates and promotes the development of vibrant business culture within the City by assisting business enterprises with navigating the various City review processes.
- Proactively facilitates and maintains a positive, effective working relationship with, and between, the City of Grants Pass business community, City staff, City departments and other organizations.
- Identifies barriers to economic development and/or business development activities and works proactively with City officials and community leaders to eliminate these barriers while maintaining and ensuring legal and regulatory compliance.
- Prepares reports and other progress assessments demonstrating progress with plans and projects.
- Works to improve and maintain positive relations with the business community through meetings, public outreach and improved public involvement.
- Provides support to City projects to assure adequate outreach and communication is provided to the business community in advance of large projects.
- Analyzes City processes and recommends and/or works with City staff through the implementation of operational improvements that impact the business community.
- Coordinates, monitors, and provides support to City businesses including completing research, conducting analysis and preparing related reports, participating on committees as a representative of the City, and interacting with businesses in a manner that promotes business development activities.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Bachelor's Degree in a related field and three years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License – Class C

Knowledge (positions in this class require):

Knowledge of:

- Principles and practices of business planning, economic development, and project management;
- Various forms of public financing and public/private partnerships;
- Methods, procedures and techniques for evaluating contract compliance;
- City organization, management and budget principles and practices;
- City Development Code;
- Conflict resolution;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
- Research and analysis;
- Economic development techniques and tools;
- Project management;
- Appropriate and effective independent decision making;
- Providing positive and effective leadership;
- Problem analysis and solution by applying critical thinking methods;
- Effective coordination and communication with various groups and committees to facilitate a positive working relationship
- Using a computer and related software programs;
- Providing courteous and professional customer service; and,
- Providing positive, effective leadership;
- Appropriate and effective independent decision making;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, balancing, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work may involve the use of arm and/or leg controls requiring exertion of forces greater than that for Sedentary Work.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work varied schedules, hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council April 2, 2014, Resolution No. 14-6181