

## **SAN JUAN COUNTY**

### **JOB DESCRIPTION**

**POSITION TITLE:** Business Coordinator

**GRADE/STEP:** \$32,219 (\$15.49/hour)

**Department:** Economic Development & Visitor Services

#### **JOB SUMMARY:**

Under the direction of the San Juan County Director of Economic Development, the Business Coordinator is primarily responsible for organization, logistics, and collaborating with other office staff with pertinent projects. Attends to requests for business development information. Assists in development and management of Economic Development marketing plan. Working with Business Expansion and Retention (BEAR) board and director with the BEAR program. Assist in additional office duties as necessary. All duties are performed in the San Juan County Courthouse.

#### **SUPERVISION:**

Director of Economic Development

#### **EXAMPLE OF DUTIES:**

This position coordinates multiple projects in keeping with the direction outlined in the marketing plan. These projects include, but are not limited to.

- Assists in maintenance and day to day operations of BEAR (Business Expansion and Retention) Program.
- Assist director in analyzing employment data and creating plan of action
- Conduct area market analysis for business development opportunities
- Track business development incentives; is able to provide incentive information to individuals looking to start, develop, and expand business in San Juan County
- Office liaison and point of contact for grant proposals. Reviews grants submitted to the Economic Development Office, maintains all records of grant awards and final reports from grant recipients.
- Assist in developing and maintaining marketing plan including materials, tracking experience and matters
- Attend Economic Development Board meetings
- Work with director in developing, hosting, and marketing industry training based on area need
- Participate and lead business familiarization tours of San Juan County.
- Maintain office economic development mailing list and distribution
- Maintains Economic Development telephone line. Also available to answer Visitor Services line as needed and relay messages within the department.
- Keeps track of any business changes and corrections that need to be made to updated versions of the San Juan County Travel Guide
- Performs others similar and related duties as requested.

#### **MINIMUM QUALIFICATIONS**

- Must be at least 18 years of age.
- Bachelor's degree or experience preferred. High school diploma or equivalent required.

- Ability to follow written and verbal instructions; ability to communicate effectively verbally and in writing.
- Must be detail oriented..
- Ability to establish and maintain effective working relationships with fellow employees, other inter-departmental and inter-agency employees, fellow board members, the business community and the general public.
- Maintain professional appearance as is appropriate for certain formal functions in accordance with county policy.

### **PHYSICAL DEMANDS**

- Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail.
- Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

- Work will be done in a typical office setting located in the San Juan County Courthouse. Occasional travel, and exposure to outside weather conditions.

### **LICENSING AND CERTIFICATION**

- Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.