



## CURRENT VACANCY

**POSTING DATES:** April 19, 2017

**THROUGH:** May 2, 2017

<b>JOB TITLE:</b>	<b>Director of Strategic Business Development</b>
<b>SALARY RANGE:</b>	<b>\$74,164 to \$97,790/Annually</b>
<b>DEPARTMENT/BUREAU:</b>	<b>Neighborhood &amp; Business Development / Business &amp; Housing Development</b>

### TYPICAL WORK ACTIVITIES:

Establishes goals and objectives, develops a work program, and designs strategies to encourage business development and expansion within the city;

Supervises and gives assignments to professional staff, resolves personnel matters, conducts performance evaluations, and recommends various personnel actions;

Acts as the City's representative to economic development organizations, other governmental agencies, businesses, and the general public to explain business development policies, goals and programs; promote business expansion; and to resolve business development issues;

Prepares, reviews, evaluates and makes recommendations for requests for planning and development studies, and development projects;

Develops and monitors the effectiveness of financial assistance programs designed to promote business development and expansion;

Coordinates the identification and solicitation of additional funding sources and programs for existing and potential business owners;

Recommends and coordinates public improvement activities affecting business development;

Provides technical assistance to developing and expanding businesses;

Provides site selection assistance to developing and expanding businesses;

Develops and implements a marketing plan for the City's business development programs.

### MINIMUM QUALIFICATIONS:

- A. Master's degree in Business Administration, Public Administration, Economics, Urban Planning, or closely related field **AND** four (4) years of experience planning, implementing and managing programs or projects in land development, urban development, business development, or in finance and banking related to commercial or real estate development.
- OR**
- B. Bachelor's degree in Business Administration, Public Administration, Economics, Urban Planning, or closely related field **AND** five (5) years of experience as described in (A) above.
- OR**
- C. Bachelor's degree **AND** six (6) years of experience as described in (A) above.

**DEADLINE FOR APPLICATION IS AT 5:00 PM ON Tuesday, May 2, 2017.** APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: [www.cityofrochester.gov](http://www.cityofrochester.gov), or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

### **CITY RESIDENCY IS REQUIRED WITHIN ONE YEAR OF HIRE**

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant