**POSITION TITLE:** Administrator, Business Assistance and Resources
**EXEMPT:** Yes
**DEPARTMENT:** Commerce
**POSITION REPORTING:** Director of Commerce
**SALARY:** $56,790.00-$65,308.75

**LAST UPDATE:** April 2019

**Please apply online at: www.montcopa.org/jobs.aspx**

**SUMMARY:** In coordination with the Commerce Department leadership and staff, this position will be responsible for providing technical assistance to businesses, institutions, and other entities interested in economic and workforce development programs and assistance, including economic development financing programs, available through the Commerce Department and partners. The position requires a high degree of discretion, an ability to maintain a consistent professional demeanor, and a comfort with managing multiple projects and deadlines simultaneously. This person is willing to participate in a team environment and work toward continuous improvement of services. Any and all additional responsibilities may be required at the request of the Director of Commerce.

**ESSTENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as a lead point of contact for businesses seeking information on economic and workforce development programs and assistance.
- May serve as the primary Commerce Department staff person detailed to an entity or entities of the Commerce Department.
- Serves as a liaison to the constituent entities of the Commerce Department as well as committees and task forces thereof as the direction of the Director of Commerce.
- Works with Commerce Department staff and partner organizations to ensure wrap-around services and/or opportunities are offered to entrepreneurs and businesses.
- Prepares documentation for economic development financing applications (which may include generating spreads, writing credit, project, and/or company background narratives, preparing loan packages, and assisting with loan closings) in conjunction with borrowers and other project lenders as well as working with appropriate parties to move eligible applications through the approval process.
- Performs economic development financing administration activities including (but not limited to) recording delinquencies, assisting with collection efforts, and preparing reports for funding entities.
- Coordinates with other Commerce Department staff to ensure timely reporting on economic development programs & grants as directed.
- Works with the Director of Commerce to develop relationships with business financing stakeholders (commercial lenders, CDFIs, etc.), Chambers of Commerce, and partner organizations.
- Develops and maintains relationships with organizations that provide technical assistance, business financing, and support to Montgomery County businesses and entrepreneurs.
- Ensures completion of required data entry into appropriate databases (CWDS, Executive Pulse, etc.) in coordination with Commerce Department staff.
- Ensures completion of required annual reporting to state entities as directed.

*(Essential Duties and Responsibilities – continued)*

- Develops deep knowledge of federal and state funding streams to help create potential financing and assistance packages for businesses in Montgomery County.
- Interfaces with and tracks companies who seek economic and workforce development assistance from the County.
- Represents the Commerce Department at the direction of the Director of Commerce;
- Attends to other duties and tasks at the direction of the Director of Commerce and senior County leadership.

**QUALIFICIATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Applicant must have or be willing to obtain the skills noted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ideally 5+ years working in economic and workforce development, commercial lending, finance, or a related field.
- Bachelor's Degree (Master's Degree preferred) in business administration, public administration, finance, or a related field.
- An understanding of and experience with public sector economic and workforce development programs and practices.
- An understanding of public sector expectations for performance and professionalism;
- Experience preparing and packaging grant and/or business finance applications, government reports, and/or publications & marketing materials.
- Proficient with Microsoft Office, customer relations management (CRM) or similar project management software/database systems.
- Demonstrated ability to seek, building, and further develop partnerships across a wide spectrum of public, private, and/or non-profit entities.
- Project and team management skills along with an ability to effectively manage deadlines and coordinate work across multiple ad hoc and/or established groups, task force, committees, etc.

**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.

**WORK ENVIRONMENT:** 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 function. The noise level in the work environment is usually moderate.