



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Existing Business Manager
(22105)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

*Economic Development Department
(26)*

Revision Date: June 2011

General Description: This is a professional position. The incumbent will be primarily responsible for developing and executing county-level programs aimed at encouraging the retention and expansion of existing businesses and the promotion of small business development and entrepreneurship.

Organization: The Existing Business Manager reports to the Director of Economic Development and supervises no staff.

Essential Functions:

- Develops and Administers a comprehensive existing industry outreach program, to include assistance with expansion plans, providing programs and seminars, monitoring industry trends, and providing technical assistance to local businesses
- Coordinates the Business First Interview Program in cooperation with the Greater Richmond Partnership, including the management of the volunteer interview team.
- Coordinates requests for assistance with an appropriate response involving state, local, and other resources.
- Develops and implements an appropriate Business Appreciation Program.
- Develops and maintains strong working relationships with key personnel at the appropriate Federal, State and Regional agencies
- Conducts personal visits to Hanover County Businesses to assess business climate issues and concerns.
- Works with other key Hanover County agencies and departments to raise issues of concern and to facilitate county-level efforts leading to business expansion and/or retention opportunities.
- Participates in local and regional committees and boards addressing business issues and concerns such as workforce development, education and training, and government relations.
- Develops and administers a small business development program, including counseling and direct assistance to prospective entrepreneurs.
- Establishes and maintains a database of existing Hanover County businesses.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
 - Field
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills and Abilities: Requires the knowledge and ability to develop, manage, and maintain all aspects of an existing business assistance program. Must possess the ability to analyze, develop and maintain a database for existing businesses, meet deadlines, work independently and effectively with others in a team-oriented environment. Must possess a thorough understanding of small business practices and requirements and knowledge of computer information and data base systems. Requires excellent communication skills, both oral and written. Knowledge of Hanover County Departments and Agencies and their roles in business retention, expansion, and relocation projects, preferred.

Education, Experience and Training: Requires four-year college degree or equivalent experience and a minimum of three (3) years experience working in a business or economic development environment. Prefer a degree in Business Administration, Economics, Marketing, or Urban Planning.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve month probationary period