



## **Business Manager, Engagement and Operations**

Blueprint Intergovernmental Agency

Tallahassee-Leon County Office of Economic Vitality

Salary: \$45,676.80 - \$105,019.20/annually

Hiring Rate will generally not exceed \$83,470.40/annually

This is professional program administration work responsible for managing activities to support economic and business development opportunities in Tallahassee-Leon County. Manages the implementation of specific strategies within the Economic Development Strategic Plan and Target Industry study in order to promote Tallahassee-Leon County as business generator as well as work directly with companies seeking to expansion or locate in the area. The Manager will work to ensure that contracting, committee staffing and other core program administrative duties related to the economic development organization's functions are completed. This is a professional project manager position with a responsibility to work closely with and for the Director of the Office of Economic Vitality and under the direct supervision of the Deputy Director for the Engagement and Operations Division to ensure that all business development programs, projects, and initiatives related to these industry sectors are implemented. This position also requires that long-term relationships are established with local, state and regional partners. This position will involve travel to national, regional, state and other communities.

### **Minimum Training and Experience:**

Possession of a bachelor's degree in public or business administration or a related field and at least four years of professional experience that includes economic development, community development or real estate development; or an equivalent combination of training and experience. A master's degree in an area mentioned above may substitute for one year of the required experience.

### **Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment.

**CLOSING DATE: August 10, 2018**

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>.

Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer

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