

## **DIRECTOR OF BUSINESS DEVELOPMENT/ LERTA ADMINISTRATOR**

The City of Harrisburg is seeking a highly energetic, self-directed individual to fill the position of Director of Business Development/LERTA Administrator in the Department of Administration, Office of Business Development. This management position assists in developing policy for strengthening, encouraging and growing business opportunities within the City of Harrisburg. This position serves as the assistant to the Director of Community and Economic Development and is responsible for overseeing programs and initiatives that will assist existing businesses and encourage new business location. Work is performed under the direction of the Director of Community and Economic Development. This is a management, FLSA-exempt position.

Qualifications include a bachelor's degree in Business or Business Administration, and either an advanced degree in a related field or five (5) years of related experience in the business or municipal arena. A valid Pennsylvania Driver's License, Class C or equivalent is also required.

The annual salary range is \$50,000 to \$56,800 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**Director of Business Development/LERTA Administrator  
Department of Administration – Office of Business Development**

**DEFINITION:**

This management position assists in developing policy for strengthening, encouraging and growing business opportunities within the City of Harrisburg. This position serves as the assistant to the Director of Community and Economic Development and is responsible for overseeing programs and initiatives that will assist existing businesses and encourage new business location. Work is performed under the direction of the Director of Community and Economic Development. This is a management, FLSA-exempt position.

**EQUIPMENT/JOB LOCATION:**

Work is typically performed at the Rev. Dr. Martin Luther King Jr. City Government Center and the adjacent McCormick Public Services Center. Work involves the use of various machines such as a personal computer, printer, copy machine, fax machine, telephone, video cameras audio recorders digital camera and other technological devices as necessary or required. Duties are typically performed weekdays from 8:30 a.m. to 5:30 p.m.; however, this position requires flexibility to include availability during evenings, weekends and occasionally holidays.

**ESSENTIAL FUNCTIONS:**

Work involves, but is not limited to, the following: Assists in the development of strategies to address needs of existing businesses, including job retention and growth, expansion needs and site location issues. Assists in the development of strategies to assist new businesses attraction, including site location, financial incentives, permitting and regulatory guidance. Serves as the LERTA Administrator under the direction of the Director of Community and Economic Development. Works with Dauphin County tax assessment officials and the Harrisburg School District to coordinate LERTA implementation. Works with potential applicants for education of the LERTA program, as it relates to all requirements for successful LERTA awards. Works with existing business partners, both public and private, for business information coordination. Meets with local retail, commercial and neighborhood groups seeking business assistance. At the direction of the Director of Community and Economic Development, the Director of Business Development convenes business partners for continual communication within the business community. Manages the City's MBE/WBE vendor database. Seeks opportunities to expand MBEs and WBEs. Oversees City website information for the Office of Business Development. Works with all other department directors to coordinate business activities internally. Works with CareerLink, the Harrisburg School District and other entities to coordinate and assist with business job training needs. Collaborates with the Director of Community and Economic Development to develop strategies to attract new businesses, including financial incentives and regulatory guidance. Oversees programs within this department as assigned. Represents the Office of Business Development as directed. Manages staff as assigned. Assists in establishing goals and

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**ESSENTIAL FUNCTIONS (Cont.):**

outcome measurements for programs and initiatives within this office. Completes all assignments in an efficient, consistent and timely manner. Reports to work and remains at work in a productive condition which excludes being under the influence or impaired by the use of alcohol and/or drugs. Performs other duties as assigned by the Director. This position requires a highly energetic, self-directed person who can handle a variety of tasks during any given day. The individual in this position must understand the community and economic development mission of the City of Harrisburg and have a strong commitment to public service.

**NON-ESSENTIAL FUNCTIONS:**

Assist mayoral and City staff in the performance of normal office duties as required. Other duties as assigned.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of state, local and federal programs and processes.
- Strategic Planning.
- Excellent record keeping skills and knowledge of the use of standardized forms.
- Program management experience.
- Understanding of organized group mechanics.
- Able to work with small group development.
- Ability to meet, converse and work with a wide variety of people, including officials, employees and the public.
- Excellent writing and communication skills.
- Knowledge of Harrisburg and Dauphin County municipal ordinances and laws.
- Working knowledge of local business and economic conditions.
- Understanding of local municipal organizations.
- Ability to work within a flexible work schedule which may require evening meetings and work hours.

**QUALIFICATIONS:**

Bachelor's degree in Business or Business Administration, and either an advanced degree in a related field or five (5) years of related experience in the business or municipal arena. A valid Pennsylvania Driver's License, Class C or equivalent is also required.