



Job Title: Full Time Temporary Business Stability Officer

Department: Planning and Economic Development

Hours: Variable for 20 to 39 hours per week. May require some hours outside of normal City Hall hours.

Wage: \$30/hour, commensurate with experience.

This is a Non-Union Position

This is a COVID-related temporary position designed to serve as a resource, counselor, and guide for local small businesses due to the changed economic realities created in whole or in part by COVID-19. The priority will be to work with local businesses facing existential crises, to assist them in accessing city, state and federal assistance, providing them with regulatory guidance, and being a resource to help the small business sector survive COVID and thrive coming out of this economic threat to the city.

Essential Duties:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Work closely with small businesses to assess individual business needs.
- Conduct small business town halls and support general business outreach efforts.
- Work with City staff on ongoing implementation of small business assistance grant program.
- Connect businesses with existing support organizations or networks and to state, federal and private funding opportunities.
- Provide support with resource and assistance applications, where appropriate.
- Facilitate technical assistance to businesses navigating Covid-responsive adaptations, such as implementing outdoor dining, boosting online presence, or utilizing POS technology.
- Work with city's existing business support network to utilize available funds for local food establishments for COVID-safe dining opportunities.
- Work as a liaison between local businesses and the regulatory licensing and inspection departments to best communicate COVID-related city requirements and business obligations.
- Work with other city officials to proactively identify business assistance strategies that could be funded and implemented to support small business retention and resiliency.
- Seek and apply for potential grants or other funding opportunities to make this new position funding-neutral on city budget, to make this new officer position sustainable and budget-neutral in the longer term.

Qualifications:

- A Bachelor's or Associates degree
- At least 2 to 5 years experience managing or running a small business – preferably in the food services – or work in a position to provide small business assistance.
- Experience in government, nonprofit, or other public service-oriented position will be preferred.
- Reverse residency preferred.
- Very good writing and research abilities.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Knowledge of state and city business regulations, especially regarding the state food code.
- Knowledge of how small businesses operate.

Abilities:

- Strong customer service abilities a must.
- Ability to connect businesses to resources.
- Ability to assist businesses with resource applications where appropriate.
- Ability to utilize technology and databases to provide education, assistance, and/or insights.
- Ability to develop and maintain relationships with other City departments and outside partners, including local and state agencies, non-profit organizations, financial institutions, and local businesses.
- Ability to interpret data; and to analyze problems and find and articulate solutions and recommendations to businesses, City officials, and outside partners.
- Ability to keep current with changing trends, data, legislation, and expectations for businesses.
- Ability to complete work and make decisions independently.
- Spanish speaker preferred.

Skills:

- Excellent client service skills.
- Strong business skills.
- Strong financial management skills
- Strong writing and presentation skills.
- Strong personal computing skills are required, including proficiency in Microsoft Word, Excel, and PowerPoint, and ability to manage a database.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not

unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Wednesday, October 21, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.