Job Title: Business & Industry Services Specialist     Job Code:  10055

JOB SUMMARY

The Business & Industry Services Specialist is responsible for the coordination of assigned operations within the Economic Development Division.

MAJOR DUTIES

Promotes the continuing education program to private and public organizations;
Develops course curriculum, schedules, training aids and evaluation methods for TCCs;
Conducts training for surrounding businesses and industries;
Schedules on and off site training according to needs of the service delivery area;
Oversees Course Evaluations and training outcomes;
Orders and inventories equipment/supplies;
Implements safety procedures in all areas of instruction;
Maintains files on existing businesses and the training provided;

COMPETENCIES

Knowledge of community and industry training needs and standards
Skill in interpersonal relations and in dealing with the public
Knowledge of OSHA Safety Standards
Oral and written communication skills
Organizational skills
Skill in the use of computers and job related software programs

MINIMUM QUALIFICATIONS

Associate’s degree *and* Three (3) years of experience in a business environment

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.