

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100
WWW.CITYOFASBURY.PARK.COM



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LISA ESPOSITO, RMC, CITY CLERK

Job Opening: Business Development Administrator

Department: Community Development

Division: N/A

Exempt/Non-Exempt: Non-Exempt

Union/Non-Union: Union

Salary: Per union contract & based on qualifications

FT/PT: Full-Time 35 Hours/Week

Post Date: January 13, 2023

Closing Date: Until Filled

The City of Asbury Park is currently seeking a full-time Business Development Administrator within our Department of Community Development. The Business Development Administrator will be responsible for the administrative implementation of New Jersey Urban Enterprise Zone programs as well as other related business and community initiatives.

Successful candidates are community builders and change-makers who have consistently and successfully tackled challenges in local government bringing innovation and efficiencies to community engagement and business development. They should possess knowledge of the NJ Urban Enterprise Zone program, Business and Workforce Development initiatives and a proven record of managing issues and implementing programs facing diverse socio-economic communities such as Asbury Park. This individual must be passionate about building a better community, improve communications, and create meaningful relationships with City residents and businesses.

Job Duties:

- Administer the City of Asbury Park Urban Enterprise Zone program
- Implement the goals and objectives as outlined in the "City of Asbury Park – Economic Development Goals and Objectives" plan
- Assist local businesses in the registration, certification, and compliance with UEZ and local Mercantile administrative practice
- Seek funding to support UEZ business development at the state and federal level, with a principle focus on Small and Minority Women Business Enterprises
- Act as a liaison to local and regional entities for business development including the Asbury Park Chamber of Commerce, Monmouth County Business Development, Monmouth County Workforce Development, Choose NJ, NJ Business and Industrial Association, Small Business Development Center at Brookdale, New Jersey Redevelopment Authority, NJ Economic Development Authority, etc.
- Management and administration of municipal Mercantile Licensing process
- Provide access to business-related services, presentations and resources to the local commercial enterprises
- Provide administration for workforce development initiatives aimed at providing career opportunities for local residents and in cooperation with local businesses
- Other duties as assigned by the Supervising manager
- Engage the City's business community to support the attraction and retention of commercial entities and investment in the City
- Oversee and administer workforce development initiatives in the City

- Oversee staff and/or professional service contracts in the application process for Federal, State, and County grants
- Undertake projects in the areas of business development and matters as may be assigned by the Community Development Director

Required License: Appointees will be required to possess a driver's license valid in New Jersey

Required Education/Experience:

- Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Economic Development, or a related field.
- Extensive (5+ years) progressively responsible work experience at a level that required supervision or management of projects and programs in business economic development, business assistance, public and/or private finance, or workforce development.

Preferred Education/Skills/Qualifications:

- Experience in the administration and implementation of UEZ program.
- Experience working in municipal, Economic Development, Community Development or Code Enforcement office in a supervisory role
- Knowledge of and experience with Spatial Data Logic
- Knowledge of and experience with Edmunds Financial Suite

Community Profile:

The City of Asbury Park (population 16,116) is comprised of approximately 1.4 square miles in the heart of the Jersey Shore with a world-famous beach and boardwalk and historic downtown surrounded by architecturally diverse residential neighborhoods on tree-lined streets, extensive parks, and small-scale urban offices, entertainment, shopping, and dining. Asbury Park is a very diverse community – demographically, culturally and geographically.

Asbury Park is a Civil Service municipality. All applicants must qualify for the applicable Civil Service title. The Civil Service title for this position will be Economic Developmental Representative 1. This title is classified as competitive. Selected candidate will be required to apply for the appropriate Civil Service exam when announced.

To apply for this job with the City of Asbury Park, please fill out our [Employment Application](#). The [Employment Application](#) may also be downloaded from the City's website www.cityofasburypark.com.

Resumes and applications may also be submitted to:

Denise Callery, Principal Personnel Technician

Email: denise.callery@cityofasburypark.com

Address: City of Asbury Park, One Municipal Plaza, Asbury Park, NJ 07712