



COUNTY OF YORK JOB DESCRIPTION
Business Advocate
County Administration

Human Resources Department
224 Ballard Street
Yorktown, VA 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Serves as a liaison between various County departments and the business community. This role is essential in fostering a pro-business environment and acts as the central point of contact for local businesses, providing guidance on navigating government regulations, permits, and resources. The Business Advocate will work closely with business owners, community leaders, and government officials to identify and address the needs of the business community, facilitate growth while providing support throughout the entire process. Work is performed under minimal supervision and reports to the County Administrator or designee.

ESSENTIAL JOB FUNCTIONS

Serves as a liaison between prospective businesses and the Commissioner of Revenue's office; providing guidance on the business license process and insight on the County of York's tax structure.

Serves as a liaison between prospective businesses and the Department of Planning and Development Services. Assists developers and business owners navigating through the development and permitting process by reviewing site plans prior to submission to identify and assist in resolving any non-compliant elements or permitting issues; providing guidance on addressing any comments after initial submission of plans, resubmission, ensuring a clear understanding of the terms and conditions of approval letters and monitoring development/construction through final completion.

Ensures resources are effectively communicated and utilized to meet the needs of new business owners by organizing and facilitating meetings, workshops, training sessions, and networking events to connect them with resources and opportunities.

Builds and maintains strong relationships with business owners and related professionals such as architects, real estate brokers, engineers, community organizations, chambers of commerce, and other key stakeholders.

Facilitates listening sessions and focus groups to develop a priority list of suggested changes related to codes and processes to help the County become more business-friendly.

In conjunction with the Department of Economic and Tourism Development, promotes local and regional business assistance, incentives and programs to potential and existing businesses.

Monitors and analyzes local, state, and federal regulations affecting the business community and communicates any impactful changes.

Advocates for business-friendly policies and regulations to local government officials, and provide input on policy and regulation development to ensure business perspectives are considered.

Attends County meetings alongside business owners and appropriate County departmental staff when concerns arise, aiming to find a solution that is amenable to both the business owner and County.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of local government operations, regulations and policies and economic development principles.

Comprehensive knowledge of Virginia Statewide Building Code, Fire Code and other ordinances related to construction.

Comprehensive knowledge of the Virginia Stormwater Management Program and its application to construction.

Excellent communication, negotiation, and interpersonal skills.

Strong organizational and project management skills.

Strong analytical and problem-solving skills.

Ability to build and maintain relationships with diverse stakeholders.

Ability to learn the County's Infor permitting system in order to advise the business community on its use.

Ability to work independently and as a part of a team.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a Bachelor's degree in Business Administration, Economics, Public Administration, Public Policy, Construction Management, Architecture, Planning or a related field.

Minimum of five (5) years of experience in economic development, business advocacy, planning or a related field.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines that include a copier, facsimile machine, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be physically able to operate a motor vehicle.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, requisitions, applications, schedules, invoices, etc. Requires the ability to prepare correspondence, forms, records, rosters, manuals, reports, etc. Must be able to speak with poise, voice control and confidence; and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures and to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear.