



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 5/3/2018

**Staff Contact:** Sena Loyd, Library Director

**Agenda Title:** For Possible Action: To move current approved Business Development Manager position from under the City Manager's office to the Library, funded with revenue from the Donation agreement and the special library services program for economic development in Carson City.

**Staff Summary:** This position was approved as part of the program for Economic Development that is being funded with donations from the Hop and Mae Adams Foundation and the Carson Incubator1, LLC. The Carson Incubator 1, LLC will donate for a period of three years, the lease of Adams Hub at \$176,190 per year. The Hop and Mae Adams Foundation will also provide an annual donation to the Library of \$200,000 per year for three years, for a total of \$600,000 to further the program for Economic Development. The \$200,000 per year may also be used to gain matching funds or grants for the improvement or enhancement of the Economic Development efforts.

This grant money will fund a Business Development Manager (unclassified, at will position, M1 classification) overseen by the Carson City Library Director. The Library Director will establish and maintain a budget for the gift fund in accordance with NRS 379. The Library Director will report to the Board of Supervisors quarterly on the operations Adams Hub for Innovation.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to approve moving the Business Development Manager position from under the City Manager's office to the Library, funded with revenue from the Donation agreement and the special library services program for economic development in Carson City.

## **Board's Strategic Goal**

Economic Development

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The proposed budget for the operations of the special library program is attached, to be funded with the \$200,000 grant donation from HMAF. The budget includes an approved position under the City Manger's office for a Business Development Manager (job description and organizational chart attached, to be transitioned to the library, and reporting to the Library Director). Part time city staff will include high school and college interns who provide vital operational support to the Adams Hub for Innovation and business incubator clients. Other items of significance in the budget include a contingency of \$8,000 to install city fiber connections for staff

phone and internet, \$45,000 for contract employees to continue to offer current Adams Hub programs, and \$21,000 for client telephone and fiber internet.

Proposed preliminary plan for year one of the Adams Hub for Innovation:

- Establish need for the community, including review of business retention, workforce development and business incubator needs.
- Develop strategic goals with measurable metrics for business retention, workforce development and business incubator that meet City of Carson City strategic plan, Carson City Library strategic plan, and Hop and Mae Adams Foundation contract agreement requirements.
- Establish and execute policy and procedure to ensure at least 25% cost recovery of services. Evaluate current programs viability and usefulness. Continue those that provide useful measurable metrics and provide significant ROI. Ex: Pre Accelerator, Artpreneurs Workshops, Ideation and the Entrepreneurial Spirit, Lunchbox Learning, Mentor Meetings with Incubator Clients, Business Coaching , Entrepreneurs Assembly, Northern Nevada SBA/SBDC Business Counseling, Young African Leaders Institute, Governor's Office of Economic Development Trade Missions, New Entrepreneur Network, Pitchfest , Hackathons, Coworking, Business Incubation.
- Leverage Hop and Mae Adams Foundation funding to apply for Federal and State grants. Ex: Certified Success - A project designed to demonstrate the partnerships role in supporting business and manufacturing community development with a robust adult workforce with advanced skills. The results will be access to added assessments, trainings and certifications available to job seekers - the unemployed and the underemployed. Through this process the input and advice obtained from businesses, trade associations and workforce development organizations will ensure the library + Hub develops the resources, training and certifications that meet the needs of the community.
- Continue to market Adams Hub for Innovation through newsletters, speaking engagements, collaborations, and sponsorships.

**Applicable Statute, Code, Policy, Rule or Regulation**

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Necessary creation of Special Revenue Fund 232

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The proposed salary for the Business Development Manager is \$73,500.

**Alternatives**

The Board may direct staff to proceed with other options.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

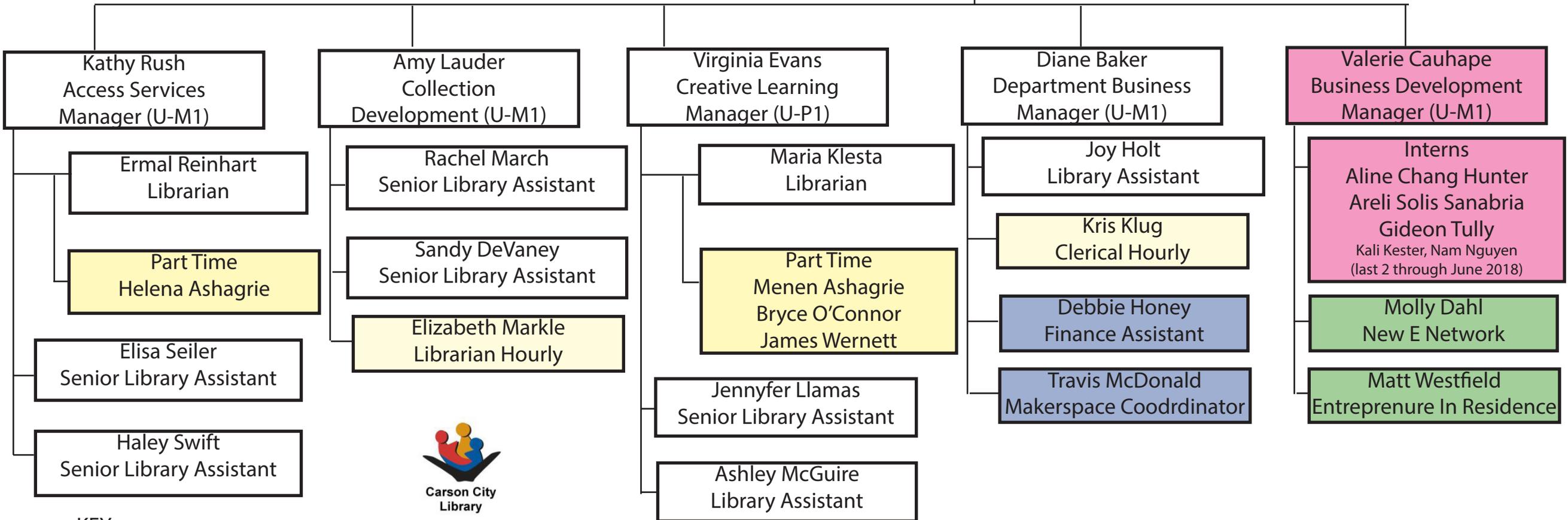
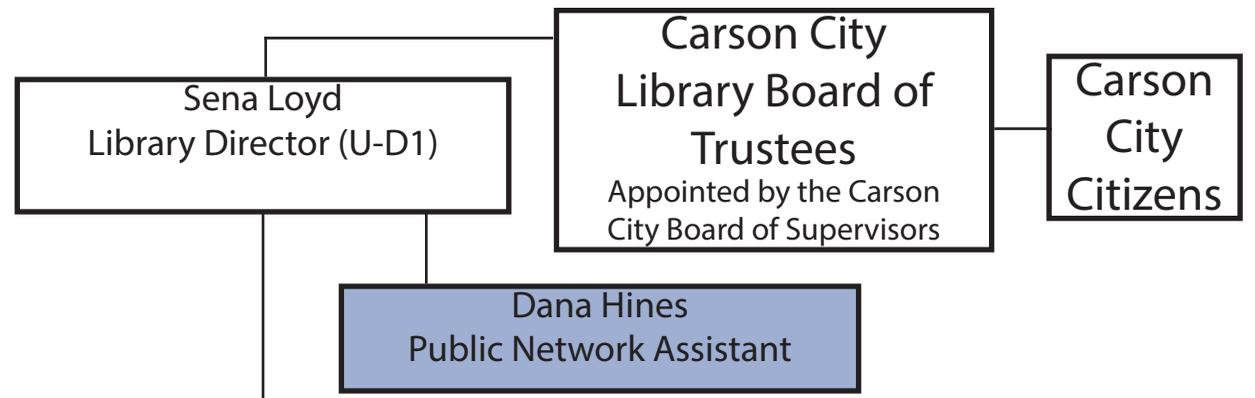
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(Vote Recorded By)

# CARSON CITY LIBRARY

## ORGANIZATIONAL CHART



KEY

Full Time City Employee - 101 (U-PayGrade) Unclassified Employee	Part Time City Employee - 101	Full Time City Employee - 232	Part Time City Employee - 232	Professional Services Employee	Professional Service Contract - 232	Full Time Employee =15 total
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## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Business Development Manager	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Library	<b>GRADE:</b>	M13
<b>REPORTS TO:</b>	Library Director	<b>DATE:</b>	4-3-18

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### SUMMARY OF JOB PURPOSE:

Under general direction, directs, plans, and coordinates the activities and operations of the City's business incubator and economic development functions by working collaboratively with incubator tenants and clients, the Nevada Small Business Development Center, business service providers, economic development entities, and the business community.

### ESSENTIAL FUNCTIONS:

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Ensures the success of the City's commitment to supporting economic development by facilitating entrepreneurship and small business development.
- Oversees the day-to-day operation of the business incubator facility, including marketing the facility, recruiting potential tenants, and assisting in screening potential clients and making recommendations
- Conducts business counseling with tenants and clients.
- Works with community stakeholders and advances community partnerships on behalf of the City to stimulate economic development in the region.
- Acts as a catalyst to strengthen the region's small-business support network by coordinating the delivery of services to tenants and clients and working closely with other business service providers to facilitate tenant and client success.
- Evaluates and seeks potential funding sources through program revenue, grants, donors, etc.
- Develops and maintains a client database, prepares periodic reports, and maintains records of projects, progress and the status of the incubator.
- Coordinates, maintains, and reviews tenants' facility needs to ensure the incubator is meeting current targeted industry needs.
- Manages funds by planning and developing the incubator budget.
- Interacts extensively in person, over the telephone, or via e-mail with customers, staff and management, outside agencies, and vendors.
- Develops and maintains strong and effective relationships with the local business community
- Responds to requests for information and assistance from the general public.
- Uses a variety of computer equipment, software and databases and instructs customers and staff in their use.
- Contributes to the efficiency and effectiveness of service to customers by offering suggestions and directing/participating as a member of a work team.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

**ESSENTIAL FUNCTIONS:**

- Represents the City on a variety of boards, commissions and committees.
- Prepares and presents staff reports and other correspondence.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Equivalent to Bachelor's degree in business administration or a related field; AND four (4) years of demonstrated experience in small business assistance and/or ownership; OR an equivalent combination of education, training and experience as determined by Human Resources.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid Driver's License

**Required Knowledge and Skills**

Knowledge of:

- Business issues, financial management, business administration, accounting, communications and governmental policies and procedures.
- Applicable laws and regulations.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to library services.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing complex problem definition and resolution activities.
- Development of strategic alternatives in a counseling environment.
- Preparing and interpreting a variety of documents.
- Interpreting, applying and explaining complex policies and regulations.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Establishing and maintaining effective relationships with the business community.
- Using tact, discretion and prudence in performance of duties.
- Preparing clear, accurate and concise reports, other written materials.

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- Answering customer questions.
- Exercising sound independent judgment within established guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

**SUPERVISION RECEIVED AND EXERCISED:**

**Under General Direction** - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

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**CONDITIONS OF EMPLOYMENT:**

1. *Unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**

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