

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: BUSINESS DEVELOPMENT Level C, Pay Grade 9

LEVEL DEFINITION	This level covers positions that manage and develop the implementation of business opportunities that provide service to and require commitment from the local, national and business communities.
TYPICAL RESPONSIBILITIES	May include: developing strategies for expanding the opportunities offered through the business; initiating and planning studies to identify opportunities and products that will improve business effectiveness; conducting research of companies that may form potential business partners or providers; identifying target markets; coordinating plans with other departments offering similar opportunities.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Recommendations and decisions affect the initiation, formulation and implementation of new programs within the business operation.
SUPERVISION RECEIVED	Works independently within policies and procedures; work reviewed against determined goals.
SUPERVISION EXERCISED	Responsible for the performance of management and support staff.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of six years related experience in an appropriate business specialization, or the equivalent combination of education and experience.

Updated May 14, 2007