



Business Community Liaison

Job Description

Department: County Administration
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Human Services Manager

Summary

Under general guidance and direction of the Human Services Manager, responsible for expanding community assets and resources for Integrating Community Assets and Networks (ICAN) families. Connects the ICAN program to local businesses, property owners, service providers, and other stakeholders to expand job and housing opportunities and workforce development.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and maintain relationships with local businesses, nonprofits, landlords and industry leaders to create job opportunities, housing solutions, and financial resources for ICAN families.
2. Promote the benefits of partnering with ICAN, including workforce development opportunities and corporate social responsibility initiatives.
3. Collaborate with community partners to ensure workforce development efforts align with participant skills and employer needs.
4. Coordinate business engagement in the ICAN initiatives, facilitate participation in events, training programs and mentorship opportunities.
5. Foster relationships between businesses, Research Integration Coach (RIC), and families to enhance social capital, expand participants' access to professional networks, employment opportunities, and promote economic mobility.
6. Assists with representing the ICAN team at community events and on local boards and councils to advocate for the program and its participants.
7. Create and develop materials to effectively communicate ICAN goals, outcomes, and successes to business and community partners.
8. Monitor and evaluate the effectiveness of partnerships and the impact of programs; make recommendations for improvement, as needed.

For Office Use Only

Job Code: 2211
Job Title: Business Community Liaison
FLSA: Exempt
Effective Date: 2/15/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of economic development principles and strategies, including the role of businesses in poverty alleviation and economic mobility
- Knowledge of local community demographics, needs and challenges
- Knowledge of government regulations and policies affecting businesses and nonprofits
- Knowledge of coaching and mentoring principles and practices
- Skilled in interpersonal, communications, and problem-solving skills
- Skilled in networking skills to establish and maintain relationship with community organizations and resource providers
- Ability to identify and solve problems creatively
- Ability to build and maintain strong relationships with diverse stakeholders
- Ability to deliver effective presentations to diverse audiences
- Ability to cultivate and maintain effective working relationships with coworkers within the department and throughout the county

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be exposed to contagious and infectious diseases. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Business, Marketing, Sales, or a related field.
2. Three (3) years of experience in business development, community engagement, outreach, or partnership development.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with strong background in business development, community engagement, or partnership development.
2. Preference may be given to applicants with personal experience in building relationships with diverse stakeholders, including business, nonprofits, and government entities.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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