



## Legislation Text

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**File #:** 001269, **Version:** 1

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### **Department of Small Business Development (Step 2 Request to CCRP) (B)**

A new department has been created which develops and encourages local small and minority businesses to actively pursue doing business with the City of Gainesville. The duties and responsibilities of the new department were formerly managed by the Finance Department. Duties performed by the new managerial position will include developing policies and procedures, investigating and mediating complaints, developing programs, researching grant funding sources, counseling small and minority business owners, evaluating bid documents, serving as liaison with government agencies, developing workshops, and making presentations. The responsibilities will include supervision of one staff position and preparing and monitoring an annual budget. The position will report directly to the Administrative Services Director.

A promotional increase of 5% will result in a fiscal impact of \$2,300, annualized.

The Personnel & Organizational Structure Committee request City Commission's approval to reclassify the Minority Business Enterprise Coordinator position from a non-management position to a management position (from pay grade 42 in the Professional Pay Plan to pay grade 71 in the Management Pay Plan). This position will manage the Small business Development Department.