

## BUSINESS ADVISOR

### KIND OF WORK

Advanced professional work advising and assisting businesses.

### NATURE AND PURPOSE

Under administrative direction, advises and assists businesses to enable them to start up, operate and expand in Minnesota; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Advises current and prospective business owners and out-of-state businesses considering expansion in Minnesota on all general and firm-specific business practices so that they are better prepared to start-up, operate or expand their businesses by providing them with timely, accurate and comprehensive information in such areas as business structure, business planning, business finance, marketing, regulation and general business operation.

Advises current and prospective business owners and out-of-state businesses considering expansion in Minnesota on the legal and regulatory aspects of start-up, operation, or expansion of their businesses by providing timely information on filing requirements; licenses and permits; employment issues; tax issues; and the effects of federal, state and local regulations on business operations.

Informs businesses and departmental staff about business-related legislative changes to enable them to make appropriate business decisions by publicizing analyses of the changes' substance and effect.

Develops new informational and educational programs to assure comprehensive and coordinated delivery of services by identifying business assistance needs; contacting regulatory agencies; researching and analyzing state and federal laws and regulations affecting business operations; updating and maintaining a database of information; planning, recommending budget, and conducting training programs.

Recommends and implements effective work plans to carry out new initiatives created by changes in laws, regulations, judicial decisions, executive orders, or government policies.

Counsels small and targeted small businesses on the process of selling goods or services to the state by publicizing the provisions of the small and targeted small business purchasing program, identifying appropriate businesses and encouraging their participation, and making recommendations for improvement of the procurement program.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

### Knowledge of:

Complex and interrelated issues affecting business success, including: business organizational issues, operational issues, and issues of industry structure; federal, state, and local licensing and permit requirements; compliance with environmental and other governmental regulations; capitalization and financing; marketing; employment issues; management practices; taxation; and protection of intellectual property sufficient to provide advice to businesses.

General purposes and interests of business licensing and state agencies and their statutory authority in regard to business licensing sufficient to advise business on their obligations and probable timelines, costs and informational requirements.

Training and development concepts, approaches, and techniques, as well as adult learning theory, sufficient to develop and implement training programs for a variety of clientele.

Printing and publishing processes sufficient to draft or edit manuscripts, prepare printing specifications and evaluate products.

### Skill in:

Oral and written communication sufficient to work effectively with clients of diverse backgrounds and levels of sophistication, including business owners, prospective business owners, license applicants, members of the general public, and staff of government agencies.

### Ability to:

Research and interpret federal and state laws and ordinances sufficient to apply them to business problems.

Build consensus among multiple and conflicting interests and priorities sufficient to resolve problems between business clients and governmental agencies.

Gather, organize, and abstract data on business activity in the state sufficient to update and maintain a database of information for businesses on issues arising from economic, political or social factors which affect the organization, operation or competitive position of businesses.

Plan, design, and conduct surveys; analyze data; and prepare reports of survey results sufficient to make recommendations for new or improved service delivery.