

Economic Development Representative, Associate

Nature of Work

Under immediate to general supervision, an employee in this class performs in an initiating, training or support capacity in stimulating and promoting economic development in the state through the relocation and expansion of businesses and in the development and implementation of a variety of local economic development initiatives; assists higher level representatives in determining business needs and potential, and the collection, analysis, and presentation of economic, demographic and social information and in the development and presentation of training and promotional seminars to local businesses, government, and community leaders; assists higher level representatives in a specialty area such as economic geographic research, finance and/or commercial real estate or in a product specialty area. Extensive state and some national travel may be required.

Examples of Work

IN THE INDUSTRIAL DEVELOPMENT SPECIALTY AREA:

Develops information on the economic industrial factors in the area; such as transportation systems, manufacturing and industrial facilities, raw materials, utilities, labor force characteristics, community, governmental, and business leadership, schools, recreational facilities and financial institutions.

Maintains contacts with local, regional and national industrial developers, chambers of commerce, governmental leaders, business leaders, and community organizations to ascertain the economic and industrial needs of prospective clients and the availability of facilities and resources to meet those needs.

Supplies prospective industrial clients with economic and demographic data on available land, facilities and regulatory environment to encourage location or expansion of industry in the state.

Plans itineraries for escorting prospective clients on tours of available plant sites and facilities.

Presents financing packages to government financial agencies or banks.

Represents the state in business and industrial exhibitions and trade shows to promote the economic assets of the state.

Maintains a variety of reports on industrial development activities.

IN THE PARTNERSHIP FOR PROGRESS SPECIALTY AREA:

Manages project implementation.

Coordinates council meetings and activities.

Prepares and monitors available grants and financing opportunities.

Assists in the development of media communications for Partnership for Progress activities

Assists in tracking economic development in the area.

Economic Development Representative, Associate**Knowledge, Skills and Abilities**

Knowledge of general management and business organization principles.

Knowledge of the procedures and techniques for research, data collection and presentation.

Skill in reading and comprehending technical material.

Ability to learn the economic, industrial and demographic factors of the state, such as transportation systems, labor force characteristics, utilities, raw materials, banks, industrial facilities, communities, and regulatory environment.

Ability to collect and assimilate a variety of technical data on the economic, industrial and demographic factors in the assigned area.

Ability to interact tactfully and easily with industrial clients, government officials, and community leaders in promoting the economic assets of the state.

Ability to speak effectively before groups in promoting the economic assets of the state.

Ability to learn progressively more complex industrial development activities.

Ability to work independently.

Ability to demonstrate initiative in establishing and maintaining relations with industrial leaders, government officials, and community leaders.

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university with a major in industrial development, business administration, economic geography, marketing, economics, finance, planning, or related areas.

SUBSTITUTION: One year of qualifying experience as described below may substitute for the required major.

EXPERIENCE: One year of full-time or equivalent part-time paid professional experience in industrial development, economic research, marketing or economics.

SUBSTITUTION: Graduate training from an accredited college or university in industrial development, business administration, geography, marketing, economics, finance or planning may substitute for the required experience on a year-for-year basis.

PROMOTION ONLY: Full-time paid experience as an industrial development representative may substitute for the required training at a rate of one year of relevant experience for two years of training and one year for the major.

Established: 12/20/90

Revised: 1/31/91, 5/8/91, 8/28/91, 10/16/93, 3/17/10

Effective: 3/17/10