

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ECONOMIC DEVELOPMENT SPECIALIST 1

DEFINITION

Performs entry level specialized, professional, promotional and project management work for the Iowa Department of Economic Development (IDEA); performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Collects, analyzes, correlates, and presents data and information to promote economic development in a major functional area, such as Business Development, Community Development, General Administration and Communications.

Represents the Iowa Economic Development Authority in conferences and meetings with private industry and other groups, and with communities and with governmental agencies to initiate and maintain program activities.

Provides advice, assistance, and services to Iowa businesses and communities; maintains liaison with business and community agencies whose activities play a role in economic development for the state.

Travels throughout the state and nation to visit with business and community officials to present the advantages of investing in the state; prepares activity and progress reports on same.

Serves as project manager for agency program at the entry level; assists in the development of the project plan and implements the plan including coordination with all individuals functionally assigned to the project.

Reads, analyzes and interprets regulations and other materials to ensure compliance with all applicable laws, regulations and rules for recipients of departmental assistance.

COMPETENCIES REQUIRED

Knowledge of the economic resources, industrial facilities and operations of Iowa.

Knowledge of the principles and practices of advertising and public information.

Knowledge of the principles and practices of management, including planning, coordinating and organizing.

Knowledge of the principles and practices of international trade.

Knowledge of the principles and practices of community development.

Knowledge of the principles and practices of industrial development.

Knowledge of the inter-relationship between the various operations of the agency and the group served by those operations.

Ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems in the operations or support program to which assigned.

Ability to identify and interpret program requirements, policies, regulations, and other guidelines, and to provide advice and guidance to representatives of other agencies, local, state and federal officials, and other staff in resolving work related problems or projects.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Economic Development Specialist 1

Class Code: 94913

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with major coursework in research, planning, economics, public relations, business, corporate finance, journalism or marketing and experience equal to one year of full-time work that involved responsibility for interpreting laws, rules and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial, or technical related program data;

OR

an equivalent combination of education and experience substituting one year of the above specified experience for each year (thirty semester or equivalent hours) of the required education.

NOTE:

Employees will be required to travel. Some positions may require employees to furnish their own means of transportation in order to conduct state business.

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Economic Development.

Effective Date: 09/12 BR