

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Economic Development Specialist 1

Definition

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

The work examples and competencies listed below 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 the 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:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in research, planning, economics, public relations, business, corporate finance, journalism, or marketing, and experience equal to one year of full-time work in 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.

- 2) A total of five years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.

Notes

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 11/25 KC