

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ECONOMIC DEVELOPMENT SPECIALIST 2

DEFINITION

At a more experienced level, performs 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 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 Department of Economic Development in conferences and meetings with private industry and other groups, and with communities and other 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 pay 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 programs at a more experienced 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.

Drafts correspondence for the supervisor in response to routine program inquiries which involve economic development issues.

COMPETENCIES REQUIRED

Knowledge of the principles, practices, and objectives of industrial development, advertising, and public relations.

Knowledge of the principles and practices of management, including planning, coordination, and organization.

Knowledge of the principles and practices of international trade.

Knowledge of the principles and practices of community development.

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

Ability to organize and carry out broad promotional projects and activities.

Ability to plan and develop operational procedures and controls.

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

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

Economic Development Specialist 2

Class Code: 94914

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 two years 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 or program data;

OR

an equivalent combination of education and experience substituting one year of the above required 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