

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ECONOMIC DEVELOPMENT SPECIALIST 3

DEFINITION

At a senior level, performs specialized, professional, promotional and project management work in 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 Economic Development Authority at 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 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 report on the same.

Serves as a project manager for agency programs at the senior level; develops 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 business management and organization principles and practices.

Knowledge of research techniques and data sources.

Knowledge of applicable federal and state laws, agency regulations and policies.

Knowledge of the principles and practices of public information dissemination.

Ability to gather, analyze, and interpret industrial and economic information and trends.

Ability to prepare detailed technical reports and compile data in a logical and well organized manner.

Ability to perform basic mathematical and statistical computations.

Ability to analyze financial situations of businesses and develop proposals, combining private and public financing.

Ability to handle several projects concurrently and meet deadlines.

Ability to forecast, plan and implement program adjustments as required by changing conditions.

Economic Development Specialist 3

Class Code: 94923

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

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 a major emphasis in the fields of research, planning, economics, finance, public relations, business, corporate finance, journalism, or marketing and four years of full-time experience in specialized technical support work which included responsibility for interpreting laws, rules, and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial or related technical program data;

OR

an equivalent combination of education and experience substituting one year of the 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 Iowa Economic Development Authority.

Effective Date: 09/12 BR