

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ECONOMIC DEVELOPMENT SPECIALIST 4

DEFINITION

At a management (team lead) 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

Advises the Department Director and Governor's Office on issues and strategies related to Business, Community and Workforce Development; develops long-term strategies and programs to identify and foster business opportunities and workforce skills.

Prepares comprehensive reports and summarizes activities, findings and factors which influence businesses to locate in Iowa.

Handles the most difficult and complicated projects representing large investments and organizes task forces if needed to handle the project.

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.

Serves as team leader, coordinating support from other private and governmental agencies and assists in training staff.

Reads, analyzes and interprets regulations and other materials related to business, community and workforce development to analyze their impact on the agency.

COMPETENCIES REQUIRED

Knowledge of business management and organization principles and practices.

Knowledge of vocational education, employment and training systems.

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

Knowledge of current trade, industrial, financial, employment, and training literature.

Knowledge of the principles, practices, and terminology of money, banking, and bank lending practices.

Ability to perform basic mathematical and statistical computations.

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

Ability to develop programs that respond to changing work force requirements.

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

Economic Development Specialist 4

Class Code: 94925

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 the fields of research, planning, economics, finance, public relations, business, journalism, or marketing and five years of full-time work that involved responsibility for interpreting laws, rules, and regulations, and/or securing compliance with them; or compiling and evaluating historical, economic, business, financial programs or 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 Department of Economic Development.

Effective Date: 09/12 BR