

ECONOMIC DEVELOPMENT PROGRAM SPECIALIST

KIND OF WORK

Provide Advanced Professional economic development work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class provides complex economic development planning and program development to businesses on start up, expansion or relocation; thereby expanding the economic base and increasing local employment; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Coordinate and promote Department of Employment and Economic Development's programs and services to businesses, communities, the general public, and the media in assigned industry (i.e. robotics and the water cluster) and initiatives (foreign trade zones), and serve as an advocate for clients and prospects.

Assist businesses in identifying a location for start-up, expansion, or relocation, so that they can remain and grow in Minnesota communities.

Promote agency or state economic development strategies and focus areas.

Provide information on regional responsibilities and industry assignment to prospective clients considering doing business in Minnesota and assist in the state's overall site selection program and marketing efforts to business and national/international site selection consultants.

Provide assistance and input to maintain updated plans for the department's marketing and outreach efforts, respond to departmental or regional requests and provide periodic reports and research as deemed appropriate by management

Exhibits a professional demeanor at all times, including positive and effective working relationships. Complies with applicable statutes, rules, regulations and policies in order to effectively carry out the requirements of the position, and the goals of the agency.

Perform related work as required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Broad knowledge of Minnesota industry sectors and global/regional challenges faced by companies seeking to expand as well as by communities seeking to resolve community and economic development problems.

Extensive Knowledge of local and regional infrastructure needs and opportunities, government units and their interests and tools in assisting businesses, available buildings and sites, and public and private financing opportunities.

Knowledge of the economic development process combined with superior human relations skills.

Ability to:

Gain the knowledge and skills to target a specific industry (i.e. robotics and the water cluster).

Organize ideas, write, and speak effectively in order to develop a rapport with clients.

Educate and advocate for solutions which will resolve identified community problems and keep or bring business expansions to Minnesota.

Effectively advocate for solutions to their client's needs.

Deliver presentations to community and regional events that will help disseminate the strategies and information on departmental programs, accomplishments, and success stories.

Listen and communicate clearly in oral and written form sufficient to gather relevant data and transmit knowledge and information to clients with diverse needs.

Establish and maintain effective relationships with a broad variety of local groups.

Est.: 02/25/15

Rev.:

Ckd.:

T.C.:

Former Title(s):