

STATE OF NEBRASKA CLASS SPECIFICATION
ECONOMIC DEVELOPMENT CONSULTANT

EST: 07/75 - REV: 08/11
CLASS CODE: A49110

DESCRIPTION: This is technical and liaison work in the formulation, implementation and delivery of agency programs. Incumbents work independently in the field providing communities and industry with the full range of agency programs. This level of work requires technical expertise in one or more areas of economic development. Performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provides communities and organizations with information relating to community problems, potentials and the development assistance programs available for their use.

Assists communities in the formulation of local development programs in the area of industrial, tourism and community development.

Directs the implementation of several division programs and answers questions pertaining to development problems and programs.

Gives written, oral and visual presentations to communities and organizations in the delivery of programs.

Compiles, synthesizes, and analyzes data to prepare reports and to provide management data for planning and decision making.

Counsels and assists private consultants, developers and other organizations engaged in the development of Nebraska.

Research and compile information and statistics required for businesses, and state and federal reporting.

Conducts interviews and meetings with local officials.

Consults with and advises businesses on financial matters to exchange information, to identify the characteristics and impact of financial problems, and to formulate possible solutions.

Writes and disseminates instructions, manuals, and procedures relating to Economic Development programs to facilitate the understanding of federal and state regulations.

Interprets appropriate federal and State laws, rules, regulations, and standards to ensure compliance and efficient operation in accordance with prescribed federal and/or state regulations.

Maintains liaison with state and local officials, chamber of commerce managers, civic leaders and local business people.

Provides input for the formulation of division programs and publications.

May serve as acting Deputy Division Director in his/her absence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: project management procedures; principles and techniques of public relations; research practices and techniques; the organizational structure, functions, policies, and programs of the agency; the techniques of program research, planning, implementation and evaluation; Nebraska and its local and state governmental operations and economy; tourism; the structure of the organizations; state, local and federal laws and programs relating to community and area development; community development theory and practice; available funding sources.

Ability to: interact with and gain the cooperation of community leaders, other employees, and the public and maintain effective working relationships; guide and advise government officials in solving problems; develop objectives, and work priorities; relate well with a diverse number of individuals or organizations and to train and supervise others; analyze a community's present situation and recommend programs to achieve desired results.

Skill in: persuading others to adopt programs; presenting information to groups or individuals either telephonically, electronically, on paper and/or in person.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

Bachelor's degree in economics, business, public administration, community or regional planning, marketing or a related field. Experience in a related field may substitute for education on a year for year basis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).