

**DESCRIPTION:** This is professional liaison work in providing outreach services to communities and businesses. Incumbents work in a generalist capacity within the administrative division of Economic Development in prioritizing and coordinating the services provided to communities and industry throughout Nebraska.

**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.)

Monitors economic development trends, attitudes and opportunities within a region and determines appropriate courses of action.

Serves as liaison between the department and community leaders, representatives of local or regional organizations and businesses in the delivery and implementation of programs by the department.

Provides input as to the design, implementation and effectiveness of department programs as they affect communities and the region as a whole.

Works with communities, organizations, agencies and the public at large to understand the community/economic development process and to undertake development programs.

Provides follow-up services to communities, organizations, agencies and businesses regarding the delivery of economic development programs.

Maintain a regional field office.

Consults with and educates the public and business proprietors in the solution of problems and in explaining governmental laws, rules and regulations relating to programs within the Department of Economic Development.

Attends training sessions, seminars and meetings for career development.

Conducts and sets-up educational/certification training programs.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: Nebraska and its local and state governmental operations and economy; 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; the processes in community/regional economic development and their implementation; programs within the Department of Economic Development; and training methods.

Ability to: interact with individuals to gain their confidence and to establish rapport; communicate orally and in writing with the public and business people; work independently with little supervision; prioritize work in an efficient manner; prepare accurate and concise reports; train and supervise others; and speak before large groups; speak before community groups; analyze a community's present situation and recommend programs to achieve desired results.

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Skill in: persuading others to adopt programs; presenting information to groups or individuals in oral or written form.

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

Bachelor's degree in economics, business, public administration, community or regional planning, marketing or related field, and one year related experience. 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 the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).