

**DESCRIPTION:** Under limited supervision, assists communities and businesses to acquire financing for business retention, expansion, and the jobs that support the businesses; performs related work as required.

**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.)

Reviews and analyzes financial statements for businesses to recommend appropriate financial assistance for economic development projects.

Reviews and analyzes business plans to evaluate if the marketing and capital expansion plans are effective and if management is competent to carryout the business plan.

Confers with community officials and local development organizations to identify and structure development projects.

Consults with and advises communities to provide them with information on federal and state assistance, and state economic incentives, which may be available for proposed economic development projects.

Negotiates with lending agencies, community leadership, accountants, lawyers, and others with related business interests to access appropriate capital to bring projects to readiness.

Counsels businesses, communities, local development groups, lenders, and others to establish credibility, inform them of programs available, and to establish good working relationships.

Coordinates the activities of all concerned with a project to lead them to a quality project in a timely manner.

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

Knowledge of: business practices; different types of loans; government assistance programs; public relations; research practices; community development theory and practice; programs of financial assistance and economic incentives; financial packaging alternatives; the organizational structure, functions, policies and programs of the agency; national, state, and local laws and regulations relating to personal and business financing, and community and area development; available funding sources; basic facts and costs of business financing.

Ability to: create and interpret business financial records; analyze and develop business improvement strategy; negotiate capital investment structure; communicate with the general public, government officials, and community groups; analyze a business's present situation and recommend programs and actions to economically expand it; evaluate different financial programs; identify financial alternatives and negotiate a financial structure; inform groups or individuals about programs, lending documents, and other requirements; interact with and gain the confidence and cooperation of community leaders, bankers, consultants, government officials, accountants, and business leaders; persuade local government, businesses, attorneys, consultants and department officials by presenting facts both orally and in writing; learn from clients their needs; negotiate and design complex lending agreements.

**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 a related field, and three years 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).