

DESCRIPTION: Under general supervision, persons in this class perform administrative and technical work involved in a specific area of business and industry promotion and have some latitude for program implementation decisions. Incumbents act as a liaison to attract industry into the state by planning and implementing programs to attract prospects, or provide assistance regarding improvements and expansion to existing businesses. Perform related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a one-of-a-kind class responsible, in most instances, for a specific area of business and industry promotion. This class is distinguished from the Economic Development Consultant class by the nature and scope of the work performed. While the Business Consultant class performs administrative and technical work, the Consultant class performs technical work and functions as a liaison with communities across Nebraska to provide information on programs available. The Business Consultant class has extensive, direct interaction with executives of private businesses, and with intermediary agents representing private businesses, seeking to locate or expand in the state. The Consultant class has its primary interactions with representatives of communities and non-profit organizations, with less frequent interaction with the private sector.

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 technical counseling to industry new to the state for location in the state, and to potential investors.

Provides technical counseling to existing industry for expansion in the state.

Assists in the process of plant location, coordinating with representatives of the business seeking the location and with representatives of communities having locations available.

Follows up on ad responses or other leads by contacting inquirers and arranging prospecting trips to industrial sites and communities.

Coordinates technical assistance needs with educational institutions, international organizations and agencies, and state and federal agencies.

May perform productivity evaluations of manufacturing or commercial processing.

Explains available state tax incentive programs, state job training programs and federally-funded business incentive programs to inquiring prospects.

Evaluates the status and viability of business prospects, with recommendations for a course of action in dealing with a business prospect's proposed location/expansion project.

Coordinates and participates in workshops and seminars.

May coordinate industrial development training programs for local personnel.

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

Knowledge of: business budgeting and basic production procedures; the industrial development process on the community level; factors considered by a company considering a plant location in Nebraska; project management procedures; principles and techniques of public relations; business research practices and techniques; incentives available to new and expanding businesses.

Skill in: communicating effectively; influencing programs and policy development at various levels; transforming technical issues and complex ideas into understandable information for communication to both individuals and groups.

Ability to: meet and relate to a variety of persons and stakeholders with interests in industrial development; research technical issues; assimilate data and prepare reports independently.

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

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

SPECIAL NOTES:

Extensive in-state travel and occasional out of state travel required.

Valid driver's license required.

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).