

DESCRIPTION: Under administrative direction, performs complex professional/managerial work in planning, organizing, and administering one of the following Department of Economic Development Divisions – Community & Rural Development, Travel & Tourism, or Business Development. Participates in agency strategic planning and policy formulation impacting the agency mission to develop economic opportunities by keeping Nebraska businesses, communities, and people competitive. Plans, develops, implements and directs programs, processes, and procedures; identifies needs; and recommends new program developments. Evaluates program efficiency, prepares program reports, prepares agency legislation, and supervises division staff; 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.)

Plans, develops, prioritizes, and directs implementation of division activities and processes to ensure that program objectives and customer/client service needs are attained. Provides leadership in the encouragement of economic development, start up of new businesses, retention and expansion of existing businesses, recruitment of business operations and spending from outside of the state (both domestically and internationally). Organizes and develops strategic alliances to maximize delivery of services.

Provides assistance to local governmental entities and businesses, industry members and chambers of commerce to develop programs and strategies to encourage tourism, retention of existing businesses, start up of new businesses, attracting value adding industries, and international demand for Nebraska products and services.

Develops, collects, analyzes, and interprets data to assess program efficiency and trends. Prepares the division's annual work plan and strategies to maximize the development, integration, and delivery of services.

Supervises, trains, and counsels/evaluates assigned division staff to determine and adjust the specific staff assignments to improve their work performance, to exchange information, to explain work policies and standards, and to identify solutions to work problems. Evaluates and reviews the performance of subordinate staff to ensure proper justification of personnel actions including promotions, training needs, reassignments, disciplinary actions, status changes, and appointments.

Evaluates and determines disposition of new and/or revised legislation, rules, and procedures to assess the impact of the proposals on economic and community development and on consistency with state and/or federal law.

Presents information at public meetings, legislative or administrative hearings, or meetings with other agencies or groups, to explain agency goals, specific program plans, and resource allocation/funding decisions and/or represent the agency for the agency director. Works effectively with elected or appointed public officials. Advocates change as necessary in support of the agency's mission. Is persuasive with others.

Prepares the division's annual budget, monitors and adjusts the budget, approves disbursements, and prepares/manages contractual services.

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

Knowledge of: the principles and practices of administration, including planning, organizing, staffing, budgeting, and controlling; personnel management; public planning/administration; statistical analysis; and grants administration; agency programs, organizational structures, functions, policies, procedures, communication channels, and objectives as they relate to the assigned division; the scope and impact of operations coordinated and their inter-relationship with other agency divisions; the federal and state laws/statutes related to the Department of Economic Development; State contracting regulations; and the techniques of program research, planning, and evaluation.

Ability to: motivate, coordinate, and direct staff; understand and support management goals; analyze organizational and operational problems and develop efficient solutions; represent the agency and programs to gain needed support; develop effective relationships with customers/clients; coordinate administrative/program operations and activities; develop and implement program objectives and performance goals; communicate effectively, both orally and in writing, with a variety of constituents, partners, and audiences; develop and apply policies, procedures, and processes for division managed; assess operational efficiencies; develop strategic plans and work plans; coordinate with community leaders to identify needs and to develop related plans; engage employee ownership of work; interact with and gain cooperation of supervisors, employees, and the public; form effective partnerships; and provide leadership in achievement of a healthy economic development program.

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 business administration, public administration, political science, government management, economics, accounting, marketing, teaching, or another job-related field; plus five years of job-related experience.

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).