

STATE OF NEBRASKA CLASS SPECIFICATION  
**INTERNATIONAL TRADE REPRESENTATIVE**

EST: 12/11 - REV: 07/18  
CLASS CODE: *G49490*

**DESCRIPTION:** Under general direction from the Agency Director and Governor, plans, directs, supervises and implements activities to carry out international trade missions, ad plan and host reverse trade missions. Represents Governor and Agency Director in negotiations with foreign countries to develop export opportunities and attract foreign investments. Performs 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 position is distinguished from the Nebraska Agricultural Trade Representative by its focus on products/services other than agriculture.

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

Manage the department's international programs. Research and target countries and industries from which to focus international efforts. Develop marketing and promotional strategies for Nebraska industries to adapt to and prosper in the ever-changing global economy.

Develop, direct and implement the Governor's and Lt. Governor's international trade missions. Plans meetings and agendas, secures international agreements with high-level, international business representative and government officials.

Work directly with the Foreign Commercial Service and other U.S. Embassy staff in negotiations with foreign government officials to negotiate favorable outcomes related to Nebraska export, trade and foreign investment efforts.

Works with Nebraska-based companies and domestic and international governmental agencies, to increase exports of Nebraska goods and services.

Researches, identifies and implements strategies to work with international companies and government agencies to attract foreign direct investment (FDI) to Nebraska.

Represents and promotes Nebraska business interests and/or products at international trade shows, trade missions, conferences, presentations, and direct company visits.

Supervises Nebraska Department of Economic Development (NDED) international staff. Manages activities to set and attain the team's work goals and to coordinate activities with the activities of other staff in the Business Development Division.

Evaluates NDED international staff projects to evaluate progress. Adjusts activities as necessary to ensure the goals and objectives of each project are attained.

Supervises special projects between international companies and/or institutions and Nebraska companies and/or institutions. Projects include investments into Nebraska, joint venture business opportunities in research and product development, joint marketing efforts, and technology transfers between foreign companies and Nebraska Business.

Directs the personnel and operations of Nebraska's offices in foreign countries. Plans, assigns, and directs the work activities of Japan office and its activities.

Supervises and directions contracted consulting companies, with planning and implementing NDED's efforts and programs in China or other foreign countries. Consulting companies provide Nebraska Companies with export assistance and help recruit Chinese or other foreign-based companies for investment opportunities in Nebraska.

Evaluates trade and investment leads and takes action to benefit from genuine opportunities.

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

Knowledge of: principles and practices of international trade regulations; sales techniques including marketing, prospecting, negotiating and closing; research practices and techniques; finance practices and principles; marketing and promotional methods and techniques; business practices involved in exporting good to foreign countries; current and emerging business trends and markets; agency operations, a complete understanding of the economic, demographic and social conditions of the state in matters such as transportation, manufacturing, raw materials, utilities, labor force, communities, government representatives and business leaders, economic development programs and services designed to attract, expand or maintain economic development activities in Nebraska and to export Nebraska products and services to foreign countries.

Skill in: communicating effectively to domestic and international parties.

Ability to: understand different cultures, speak foreign language (Japanese or Chinese preferred); develop work priorities for effective use of available resources; establish and maintain effective work relationships with high level government and private officials and the general public (domestic and foreign); present information to others in a manner that allows them to easily understand, negotiate and close projects by interacting with and gaining the cooperation of business executives, government officials, community leaders, other employees and the public; implement and monitor projects and strategies; plan, direct and evaluate the work of other staff members.

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

Bachelor's degree in business administration, economics, marketing, management, international trade or international management and five years' experience, in the aggregate, working in economic development and/or management and five years' experience, in the aggregate, working in economic development and/or management and marketing, and/or international sales, and/or university-level academic instruction/research. Experience may substitute for education on a year for year basis.

**SPECIAL NOTES:**

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

Requires basic understanding of a variety of foreign languages to communicate key travel phrases and effectively work with foreign representatives and interpreters.

Regular international travel is required. This may cause exposure to pathogens and disease from air pollution and/or consumed food not typical in the United States. Additionally, international travelers may experience the opportunity for violence in many forms. All available precautions are taken to provide safety during such travels, including close relationships with the American Embassy.

Overseas trips customarily involve flights from 8 to 15 hours.