

STATE OF NEBRASKA CLASS SPECIFICATION
ECONOMIC DEVELOPMENT MANAGER

EST: 01/07 - REV: 08/11
CLASS CODE: G49550

DESCRIPTION: Under administrative direction from Division Director, coordinates the administration of and the supervision of a Department development activity; 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.)

Trains staff in the policies and procedures of development activity to maintain and/or improve the performance levels of the employees through exposure to job knowledges and abilities necessary to perform the work in accordance with established performance standards.

Plans, assigns, and directs the work activities of consultant staff to facilitate the attainment of the unit's work goals to ensure the consistent application of administrative and program policies, procedures, and standards, and to facilitate coordination of the unit supervised with the activities of other staff members within the Division.

Analyzes records and reports on the status of projects to evaluate staff's progress; implements necessary actions to ensure the goals and objectives of each project are attained.

Discusses policies and procedures to provide operational guidelines for the accomplishment of project assignments and instructs consultants on how to handle matters when existing policies, procedures, or guidelines do not cover the situation; obtains pertinent information when an issue requires expertise to provide conclusive answers.

Designs plans for development of communities, non-profits and public authorities within the State, working in concert with local regional state professionals and government officials.

Confers with and advises local regional state professionals on how to establish a public/private group sector partnership to produce, finance and development activities.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit, by various means including spoken and written communication and direct contact.

Reviews proposed projects and determines financial and programmatic feasibility of the project, including identifying appropriate sources of financing and the means to access financial resources.

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

Knowledge of: Federal and State government and loan and grants programs; Nebraska and its local State governmental operations and economy; finance principles and practices; the organizational structure, functions, policies, and standards of the agency and of the operations; the organizational structure, functional relationship, and administrative processes of the executive and legislative branches of state government; the federal and state laws and administrative regulations that govern agency operations and federal and state funding programs; principles and techniques of supervision.

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Ability to: apply the principles of fiscal management; manage funds and provide financial recommendations; organize and present facts and opinions orally and in writing to exchange information and ideas and to promote needs, plans, and objectives; analyze data and draw conclusions; prepare administrative evaluation reports and recommendations; plan, direct, guide and evaluate the work of others; establish short-term goals; coordinate administrative/program operations and activities; assess staff progress toward achievement of program objectives and adherence with program standards.

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 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).