

Click one of these links to see the Job Description for that class:

Job Code	Job Title
A49011	Economic Development Consultant I
A49012	Economic Development Consultant II
A49013	Economic Development Consultant III

Economic Development Consultant Series

A49011-A49013

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Economic Development Consultant classification series are assigned work functions that will: promote the State of Nebraska to potential businesses, industries, and job seekers; support communities with development and expansion efforts for businesses and housing; develop and market prospective businesses; support the expansion of existing businesses/industries; and assist with financial packaging for business and community development or expansion.

Positions at all levels could participate in the primary agency activities of business, community and workforce development, promotion, expansion, and research. Work assignments range from transactional to the strategic development of new programs and program policy. Job factors used in classifying positions to levels within this series include the nature and variety of work, scope and complexity of assigned duties and responsibilities, originality required, nature and purpose of person-to-person relationships, supervision given and received, and the scope of recommendations, decisions, and commitments made.

Economic Development Consultant I

A49011

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

Assists with state-level business recruitment and expansion, international, Community Development, and Innovation efforts. The position works closely with the business community, (local) government, economic development organizations, international consulates, and Chambers of Commerce partners in generating and maximizing opportunities. The programs marketed by the position supports the agency lead in promoting investment, creating jobs, and expanding opportunities for Nebraskans. Work contacts include: Researchers, travel planners, grant writers, executive assistants, City and county officials, non-profit groups. Receives clear and specific instructions and or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.

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 assistance to Nebraska businesses looking to expand in international markets and assist in recruiting foreign-based businesses to Nebraska.

Answers questions from Nebraska businesses about access to Business Development programs and services for exports, technology transfers, business matchmaking and new market entry.

Gathers and compiles data for use in quarterly reports for federal programs designed for small business export promotion.

Accepts and processes reimbursements for grant programs.

Schedules and attends meetings for business recruitment/expansion projects.

Conducts prospecting calls to source new leads and driving project deal flow.

Provides communities and organizations with information relating to community problems, potentials and the development assistance programs available for their use.

Consults communities in the formulation of local development programs in the area of industrial, tourism and community development.

Under supervision, drafts contracts and amendments from existing templates.

Serves on grant review committees and project teams.

Provides basic technical assistance and guidance on programs.

Provides input to program applications and guidelines.

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

Knowledge of: project management procedures; principles and techniques of public relations; research practices and techniques; the organizational structure, functions, policies, and programs of the agency; the techniques of program research, planning, implementation and evaluation; Nebraska and its local and state governmental operations and economy; the structure of the organizations; state, local and federal laws and programs relating to community and area development; community development theory and practice; available funding sources. Possesses a basic working knowledge of state and federal economic development programs.

Skill in: persuading others to adopt programs; communicating with diverse audiences and presenting information to groups or individuals telephonically, electronically, on paper and/or in person.

Ability to: prepare and deliver presentations; determine effective research methods/processes and sources; analyze data and prepare reports; interact with and gain the cooperation of community leaders, other employees, and the public and maintain effective working relationships; relate well with a diverse number of individuals or organizations; analyze a community's present situation and recommend programs to achieve desired results.

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 any discipline related to the work assigned. Experience may substitute for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

[Return to Specification List](#)

Economic Development Consultant II

A49012

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

Responsible for state-level business recruitment and expansion, international, Community Development, and Innovation efforts. The position works closely with the business community, (local) government, economic development organizations, international consulates, and Chambers of Commerce partners to generate and maximize opportunities. The programs supported and marketed by the position promote investment, create jobs, and expand opportunities for Nebraskans. Work contacts include Fortune 500 C-suite, Entrepreneurs, Site Selection Consultants, foreign consulates, researchers, developers, elected officials, City and county officials, non-profit groups. Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine if compatibility with other work or effectiveness in meeting agency objectives.

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.)

Assists with trade missions, both outgoing and incoming, by scheduling meetings, receptions, and negotiating with foreign agencies. Provides follow-up responses to inquirers and visiting prospects.

Manages grant administration for state and federal programs.

Leads and manages recruitment projects with little guidance or direction and independently prospects, sources new leads and drives deal flow.

Travels both domestically and internationally on business recruitment targeted trips.

Explains the commercialization process for companies and individuals developing new technologies, products, and services and connects individuals and companies that have developed new technologies with appropriate academic and private sector scientific personnel in order to foster further testing and evaluation of the new technology.

Maintains communication with companies provided financial assistance through the Business Innovation Act and tracks the development of those companies after the Business Innovation Act financial assistance is provided for use in evaluating and reporting return on investment.

Manages day to day operation of grant programs.

Directs the implementation of several division programs and answers questions pertaining to development problems and programs.

Compiles, synthesizes, and analyzes data to prepare reports and to provide management data for planning and decision making.

Independently drafts contracts and amendments from templates.

Serves as program coordinator.

Provides advanced technical assistance and guidance on programs interpreting specific information.

Drafts program applications and guidelines.

Attends and receives specialized training in economic development.

[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; incentives available to new and expanding businesses; project management procedures; principles and techniques of public relations; business research practices and techniques; the organizational structure, functions, policies, and programs of the agency; the techniques of program research, planning, implementation and evaluation; Nebraska and its local and state governmental operations and economy; State, local and federal laws and programs relating to community and area development; community development theory and practice; available funding sources. Possesses advanced working knowledge of state and federal economic development programs.

Skill in: influencing programs and policy development at various levels; transforming technical issues and complex ideas into understandable information for communication to both individuals and groups; persuading others to adopt programs; communicating with diverse audiences and presenting information to groups or individuals telephonically, electronically, on paper and/or in person.

Ability to: prepare and deliver presentations; determine effective research methods/processes and sources; analyze data and prepare reports; interact with and gain the cooperation of community leaders, other employees, and the public and maintain effective working relationships; relate well with a diverse number of individuals or organizations; analyze a community's present situation and recommend programs to achieve desired results.

[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 any discipline related to the work assigned and two years of related experience. Experience may substitute for education on a year for year basis.

[LEGAL REQUIREMENTS:](#) (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable

[Return to Specification List](#)

Economic Development Consultant III

A49013

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

Responsible for state-level business recruitment and expansion, international, Community Development, and Innovation strategic planning and efforts. The position works closely with the business community, (local) government, economic development organizations, International consulates, and Chambers of Commerce partners to set goals, strategically plan, and lead execution to generate and maximize opportunities. The programs led and marketed by the position promote investment, create jobs, and expand opportunities for Nebraskans. Work contacts include Fortune 500 C-suite, Entrepreneurs, Site Selection Consultants, foreign consulates and dignitaries, researchers, developers, elected officials including the Governor's office, and, University Administration, City and county officials, non-profit groups. Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Acts independently, approval from higher authority is conceptual with generally little reference to detail.

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.)

Evaluates and forms validation judgments upon which the Department may rely, concerning new technologies, processes, and products brought forward by parties outside of the Department.

Conducts technical and scientific analyses of new technologies, processes, and products brought forward by parties outside the Department.

Performs comprehensive financial analyses of companies and individuals seeking assistance from the Department.

Develops and fosters benchmarks and the ability to evaluate return on investment for Innovation programs.

Strategically plans and sets goals and metrics for Innovation programs.

Researches and targets countries and industries from which to focus international efforts. Develops marketing and promotional strategies for Nebraska industries to adapt to and prosper in the ever-changing global economy.

Develops, directs, and implements 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.

Works 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.

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

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

Leads as Subject Matter Expert on sales, marketing, site selection, incentives, and project management.

Acts as team leader to onboard, train, and implement new programs and procedures.

Effectively prospects, sources leads, drive new deal flow without guidance and direction.

Works independently to plan and execute both domestic and international business recruitment trips

Research and compile information and statistics required for businesses, and state and federal reporting.

Conducts interviews and meetings with local officials.

Consults with and advises businesses on financial matters to exchange information, to identify the characteristics and impact of financial problems, and to formulate possible solutions.

Writes and disseminates instructions, manuals, and procedures relating to Economic Development programs to facilitate the understanding of federal and state regulations.

Interprets appropriate federal and State laws, rules, regulations, and standards to ensure compliance and efficient operation in accordance with prescribed federal and/or state regulations.

Maintains liaison with state and local officials, chamber of commerce managers, civic leaders and local business people.

Provides input for the formulation of division programs and publications.

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; incentives available to new and expanding businesses; business financing and credit practices; project management procedures; principles and techniques of public relations; business research practices and techniques; the organizational structure, functions, policies, and programs of the agency; the techniques of program research, planning, implementation and evaluation; Nebraska and its local and state governmental operations and economy; State, local and federal laws and programs relating to community and area development; community development theory and practice; available funding sources.

Skill in: : influencing programs and policy development at various levels; transforming technical issues and complex ideas into understandable information for communication to both individuals and groups; persuading others to adopt programs; communicating with diverse audiences and presenting information to groups or individuals telephonically, electronically, on paper and/or in person.

Ability to: prepare and deliver presentations; gather, analyze, and interpret industrial and economic information and trends; prepare detailed technical reports; interact with and gain the cooperation of community leaders, other employees, and the public and maintain effective working relationships; relate well with a diverse number of individuals or organizations; analyze a community's present situation and recommend programs to achieve desired results.

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 any discipline related to the work assigned and three years of related experience. Experience may substitute for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

[Return to Specification List](#)

SPECIAL NOTES:

Positions in this series may require an employee to possess a valid driver’s license or the ability to provide independent authorized transportation in order to perform work-related travel.

Positions in this series may be required to participate in overnight and extended period of travel.

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).

Established: July 2021

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
MQ’s	Updated per agency request	8/28/2023