

BUSINESS AND COMMUNITY DEVELOPMENT REPRESENTATIVE

KIND OF WORK

Advanced professional business and community economic development work.

NATURE AND PURPOSE

Under administrative direction, provides broad business and community economic development planning, program development and/or financial assistance to businesses, local units of government, and educational institutions to enable them to initiate and maintain an economic development program, expand their economic base, and increase local employment; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Promotes economic development programs and services to clients to increase participation and to create a greater awareness of economic development opportunities in Minnesota by presenting information which proposes systematic, practical, business and community economic development programs (including program purpose, policy, procedures and qualifications).

Advises clients (which may include local community leaders, local and regional development organization representatives, development board and commission members, businesses and other organizations and individuals) in the development of long and short-range economic development goals to attract and expand businesses and create jobs. This is done through training, planning processes, and brainstorming sessions to identify local assets and constraints, analyze the business environment and other economic factors,.

Gathers and analyzes information to support planning activities, assist in statewide program evaluation, and determine economic development strategies and programs at the state level by developing and administering surveys pertaining to local and statewide socio-economic issues.

Advises communities in developing local public financing mechanisms in order to allow them the maximum opportunity to participate in economic development programs by identifying possible financing options and their availability and establishing networks to relay technical and programmatic information.

Assembles available resources to develop cost effective, comprehensive financial packages by coordinating activities of public and private entities, and local units of government.

Develops and applies program standards and evaluation criteria for the award of business and community economic development funds so that the approval and allocation process is properly administered. This is done by analyzing, prioritizing and evaluating funding proposals.

Monitors and evaluates operations and programs of funding recipients so that goals and objectives are met in compliance with applicable regulations and program requirements and to ensure the maximization of local assets. This is done through on-site and desk reviews.

Recommends and implements effective work plans to carry out new initiatives created by changes in laws, regulations, judicial decisions, executive orders, or government policies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

General economic development concepts, practices and processes; specific federal, state, local and private sector economic development programs and initiatives; and local business and government structure and problems in both rural and urban areas sufficient to design and implement appropriate business and community economic development programs.

Micro/macro economics; economic data sources; economic trends; the structure of the economy; and current research activities, issues and opportunities in the fields of business and community economic development sufficient to advise and assist businesses and communities to meet current and future needs.

Accounting principles, business credit analysis and financial mechanisms sufficient to assist communities with financial proposals to support economic development activities.

Group dynamics, meeting facilitation, and educational techniques sufficient to plan and lead meetings, presentations, conferences, training sessions and events.

Program evaluation methods sufficient to identify problem areas, assist businesses and communities with the formulation of effective and innovative solutions, review state level operations, and recommend appropriate changes.

Research methods and techniques sufficient to design surveys and analyze information.

Ability to:

Establish and maintain effective working relationships with a broad variety of individuals and groups sufficient to insure that involved interests are properly represented and a high level of mutual awareness and coordination is maintained.

Research, analyze, and problem-solve individually and within groups, sufficient to categorize problems, identify needs, assets and constraints, develop solutions to crucial business and community economic development problems and to initiate economic development programs.

Negotiate with local government officials, financial institutions and other agencies and individuals sufficient to effectively package and coordinate programs and resources to meet agreed upon goals and objectives.

Develop and implement marketing and promotion strategies sufficient to increase awareness and understanding of services/programs.

Communicate technical information, both orally and in writing, to a diverse audience sufficient to ensure interested parties the opportunity to understand and participate in business and community economic development programs.

Write clearly and accurately sufficient to develop and edit program and instructional manuals and to produce reports to serve as the basis for legal action, if necessary.

Utilize personal computers and various languages/software packages sufficient to increase professional effectiveness and quickly and accurately access data sources.

Est.: 11/94

Rev.:

T.C.:

Former Title(s):