



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ECONOMIC DEVELOPMENT REP III

Job Number: 20001600

Job Code: 82680V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 05/16/1992

Job Revised: 05/16/2008

Grade: 14	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$18,075-\$23,944 - Hourly	<b>NONE</b>
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional support and serves as a cabinet liaison in developing, planning, evaluating and promoting industrial development, relocation and/or expansion within Kentucky; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of experience in industrial development, economics, research, business, marketing or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in one of the above areas will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

### **EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains effective communication with business related public and private organizations including area development districts, chambers of commerce, local government officials, local and regional development organizations, utility companies, railroads and others interested in community and economic development. Provides professional expertise in serving as the liaison between corporations, businesses, industries and the Economic Development Cabinet. Identifies community assets and liabilities in attracting and retaining businesses. Keeps abreast of current local, state and national programs that would be beneficial to economic development and expansion. Determines infrastructure needs and works with local leaders to initiate programs when desirable. Evaluates local economic development programs and offers expertise when asked. Appears before local civic groups regarding economic development in their region. Establishes personal contacts with regional manufacturers for the purpose of making available the services of the Cabinet. Serves as an ombudsman on behalf of industries with other divisions within the Cabinet and throughout state government by monitoring policies, regulatory requirements and legislative changes that could impact economic development. Assists in the evaluation of business practices and financial management of companies and provides this information to Cabinet officials. Attends, participates in and occasionally plans community meetings, regional and statewide seminars and conferences to promote community resources and economic growth. Maintains detailed records of all work assignments and submits activity reports as required by the regional director and other Cabinet officials. Conducts economic studies and compiles statistical and narrative reports regarding the assigned region's economic growth trends.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*