New Jersey Civil Service Commission

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 55513

ECONOMIC DEVELOPMENT REPRESENTATIVE 4

DEFINITION

Under close supervision, assists with the field and office work involved in retention, attraction, promotion, and development of business in New Jersey; does related work as required.

EXAMPLES OF WORK:

Assists in conducting field work involved in contacting and soliciting the establishment of new business to the state and in the retention and expansion of existing businesses.

Assists in supplying information pertaining to laws or regulations when problems arise between a particular business(es) and government agencies.

Assists in conducting field and office work; attends meetings of state, local, and other groups in furtherance of efforts to attract business and facilitate interaction with government agencies; makes required field visits.

Assists economic development specialists or other professionals by conducting research pertaining to business trends, lobby interest, and government regulations.

Assists in identifying specialists and consultants who might provide additional information and technical services to the business community.

Arranges for site and community visitations by business prospects.

Maintains electronic and/or manual records pertaining to site locations, facilities, and resources available for businesses and companies that have shown interest in locating in New Jersey.

Prepares statistical and other reports containing findings, conclusions, and recommendations.

Maintains essential electronic and/or manual records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in industrial/commercial real estate sales, area economic development, or business development and assistance.

NOTE: A Master's degree in Economics, Public Administration, Business Administration, or a closely related field may be substituted for one (1) year of the required experience.

NOTE: Applicants who do not possess the required college education may substitute experience as indicated above on a year-for-year basis.

LICENSE:

Appointee will be required to possess a drivers license valid in New Jersey.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

KNOWLEDGE AND ABILITIES:

Knowledge of approved procedures, methods, techniques, and materials used in business development, attraction, promotion, and retention activities.

Knowledge of data collection techniques as it applies to site location factors and the promotion and attraction of new businesses.

Ability to interpret and apply government regulations that pertain to real estate and general business development and attraction activities.

Ability to organize the field and office work involved in making contacts with business organizations and others which are necessary as part of overall business development strategies.

Ability to locate, compile, tabulate, and interpret information concerned with the economic advantages New Jersey offers.

Ability to prepare clear, sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations.

Ability to maintain essential, electronic, and/or manual records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 20/P20-55513 JMR 9/2/95