

INDUSTRIAL DEVELOPMENT REPRESENTATIVE III

This is senior level professional work in promoting the development of quality industry and balanced industrial growth in North Carolina. Employees are assigned a portfolio of industrial firms considering relocation or expansion into North' Carolina, including firms whose location into the State would be of the highest level economic impact and benefit. Work may also involve assignment to a natural region or foreign country for the purposes of calling on industrial firms and familiarizing them with the benefits of locating in the State. Employees may specialize in domestic or foreign firms.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees work with a wide variety of firms representing numerous Standard Industrial Codes (SIC) and throughout all geographical regions of the State.

Intricacy - Work requires considerable planning and timely execution of all phases of work, especially during on-site visits. Decisions must be made quickly with accurate responses, frequently in a spontaneous and highly interactive manner in dealing with the firm's management and public and community leadership. Employees must simultaneously consider financial, socio-economic, legal, and regulatory variables as they affect each specific firm or region. At this level the firms assigned may be of the largest corporate firms in the domestic foreign industrial sector. Assisting such firms may require searching answers to complex engineering, financial, and legal concerns of the company.

Subject Matter Complexity - Work requires a thorough knowledge of all phases of the economic development process, the socio-economic characteristics of the State, and considerable knowledge of the legal and regulatory requirements of doing business in the State.

Guidelines - While the overall process can be repetitive, each firm has different requirements, resulting in a variety of specific approaches which can be taken. Few specific guidelines are available.

II. RESPONSIBILITY:

Nature of Instructions - Employees are assigned firms and provided with information as to nature of original inquiry and responses provided to date. Instructions are minimal but some assignments may carry instructions or guidance as to priority given a firm or to preferred cities, counties, or regions for locating the firm. High level impact of some decisions requires involvement with the Director of Economic Development, the Departmental Secretary, and the Governor, but employee participates jointly in decisions and strategy sessions.

Nature of Review - Work is reviewed by regular status reports, and in progress at critical points. Conclusive review of work can be measured only in long-term intervals of a year or longer in which success in locating firms in the State can be demonstrated.

Scope of Decisions - Decisions may affect industrial development in all areas of the State.

Consequence of Decisions - Success or failure in attracting industrial firms has major socio-economic impact at the municipal, county, and regional level. At this level, the employee may also be assigned to firms whose potential location in the State is of major statewide socio-economic impact of both immediate and long-term nature.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees have frequent contacts with corporate management, public and community leaderships, and occasionally with the media and general public. Assignment to large corporate firms may involve contacts with the highest levels of national and international corporate management as well as the highest levels of State level political leadership.

Nature and Purpose - Work involves gathering and conveying facts, coordinating the work of others, influencing decisions, and participating in sensitive and confidential managerial level meetings.

IV. OTHER WORK DEMANDS:

Work Conditions - General office environment; however, fieldwork may involve exposure to inclement weather.

Hazards - May have minimal exposure to dangerous industrial equipment and facilities.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of general management and business organization procedures. Thorough knowledge of the business, legal, and regulatory aspects of doing business in North Carolina.

Ability to gather a wide variety of business, economic, and community data and present it orally or in formal written reports. Ability to deal tactfully and successfully in high level negotiations of major economic impact which involves the highest levels of corporate management, community, and State leadership.

Minimum Education and Experience - Graduation from a four-year college or university and five years of business administrative experience including at least two years of experience directly related to economic development or business management. A degree in business administration or related field is desirable. A master's degree in business administration may be substituted for one year of general experience. Business administrative experience may be substituted for a college degree on a year for year basis in cases where the most recent years of experience indicate professional level skill attainment. A foreign language skill, if applicable, may be required for a position staffed to international development.