

## INDUSTRIAL DEVELOPMENT REPRESENTATIVE I

This is base level professional work in promoting the development of quality industry and balanced industrial growth in North Carolina. Employees in this class serve in one of two capacities: (1) They are assigned a portfolio of small to medium sized industrial firms considering relocation or expansion into North Carolina. Work may also involve assignment to a national 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. (2) They are assigned as secondary level staff support to a regional office and are responsible for providing assistance to counties and municipalities in preparation for industrial development.

### I. DIFFICULTY OF WORK:

Variety and Scope - Employees work with a variety of firms representing several Standard Industrial Codes (SIC), throughout all geographical regions of the State. Regional positions assist in compiling industrial and community data profiles and may be assigned to one or more smaller communities in the region for the purpose of assisting the community in preparation for industrial development.

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, while 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.

Subject Matter Complexity - Work requires a considerable knowledge of all phases of the economic development process, the socio-economic characteristics of the State, and general 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. Regional positions must be familiar with accepted standards that are required for counties and municipalities to attract industry, but each situation requires unique decisions in the development process.

### II. RESPONSIBILITY:

Nature of Instructions - Employees are assigned firms and provided with information as to the nature of inquiry and the responses provided to date. Instructions may be given concerning priority to give the firm; preferred cities, counties, or regions for locating the firm; and suggested approaches in dealing with the firm. Regional positions are given specific instructions in data which must be gathered, but have latitude in the actual collection process. When assisting a community or municipality in preparation for industrial development, overall guidance and specific instruction at certain phases may be received from a senior regional developer.

Nature of Review - Work is reviewed by regular status reports and in progress at critical points. Progress of work is monitored more closely at this level although 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; or in which attainment of regional objectives can be evaluated.

Scope of Decisions - In a portfolio manager's job, decisions may affect industrial development in all areas of the State. Regional jobs, while limited geographically, have a broader impact on the region served.

Consequence of Decisions - Employees' work may have a significant and immediate socio-economic impact on the county, municipality, or region served by the new industry. Regional positions contribute to the overall long term development of the region served, and provide direct assistance in a supportive role prior to and during on-site visits by firms.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees have frequent contacts with corporate management, public and community leadership, and occasionally with the media and general public.

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 - General knowledge of general management and business organization procedures. General 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 with high level public officials, industrial management, and the general public.

Minimum Education and Experience - Graduation from a four-year college or university and three years of business administrative experience. 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.