

## INDUSTRIAL DEVELOPMENT REPRESENTATIVE II

This is journeyman 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 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 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 wide variety of firms representing numerous Standard Industrial Codes (SIC), throughout all geographical regions of the State. Regional positions, while more limited geographically, must know thoroughly all economic facts, community profile data, facilities, and site availability within the assigned area.

Intricacy - Work requires considerable planning and timely execution of all phases of work, especially daring 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, socioeconomic, legal, and regulatory variables as they affect each specific firm or region.

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. Therefore, there are few specific guidelines available. Regional jobs 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 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. Regional jobs have a broad overall mission to develop the region and maintain current data files ante community relationships but specific instructions are received infrequently.

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, 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 major and immediate socioeconomic impact on the county, municipality, or region served by the new industry. Regional positions, while effect of work may not be noticed in an immediate manner, have a long-term major impact designed to be of a sustaining nature and benefit.

### 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 - Considerable knowledge of general management and business organization procedures. Considerable 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 four years of business administrative experience, including at least one year 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.