

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

ECONOMIC DEVELOPMENT REPRESENTATIVE – 11357 BUSINESS INTELLIGENCE/COMMUNICATIONS OPTION – 270

Salary: \$43,339.20 - \$72,686.40
Announcement Date: August 19, 2015

JOB INFORMATION

The Economic Development Representative (Business Intelligence/Communications Option) is a permanent full-time position with the Alabama Department of Commerce. Positions are located in Montgomery, Alabama. This is professional work in support of local, regional, or statewide economic development activities for the purpose of recruiting and expanding industry in the state of Alabama.

MINIMUM REQUIREMENTS

Qualified candidates must have **all** of the following:

- Bachelor's degree from an accredited* four-year college or university in public administration, business administration, accounting, finance, statistics, economics, or a related field, and
- Three years of responsible experience in market research and development, including experience in industrial development research, to aid industry in locating or expanding in a city, county, or state, and
- To be on the promotional register, applicants must have current, permanent status as an Economic Development Representative Associate (11349) with the Alabama Department of Commerce.

NOTES

- The required three years of responsible economic development experience must be within the past five years.
- A graduate degree in economic development, international relations, international business, or a related field will be allowed to substitute for one year of the required experience.
- On the reverse side of this announcement is a required questionnaire. You should attach the completed questionnaire to your application and return it to the State Personnel Department. Applications without the questionnaire attached **will not** be accepted and will be returned to the applicant.

SPECIAL REQUIREMENTS

- Applicants must possess a valid Alabama driver license and must be able to obtain an international passport.
- Overnight travel may be required for this job.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the classification listed above
- Evaluation of **Training and Experience** as shown on the application and the questionnaire

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

*Please refer to the State Personnel Department website or call us at 334-242-3389 for complete information on our policy for accepting post-secondary and advanced degrees.

Economic Development Representative Experience and Willingness Questionnaire

For each question, please check “YES” or “NO.” If you check “NO,” proceed to the next question. If you check “YES,” provide any additional information requested about your work experience.

| | YES | NO |
|---|-------|-------|
| 1. Have you conducted research using various sources for the purpose of making economic development decisions? | _____ | _____ |
| 2. Have you created complex spreadsheets using software such as Excel for purposes such as economic modeling and reporting? | _____ | _____ |
| 3. Have you developed, monitored, or maintained incentive packages resulting from project agreements? | _____ | _____ |
| 4. Have you identified areas in need of change and/or improvement while performing economic development activities (e.g., updating departmental policy, analyzing the impact of legislation and making recommendations)? | _____ | _____ |
| 5. Have you prepared economic development data/information for oral presentations and/or made oral presentations personally? | _____ | _____ |
| 6. Are you willing and able to acquire and maintain a valid Alabama driver license with the legally-required automobile insurance? | _____ | _____ |
| 7. Are you willing and able to attend events such as training, conferences, meetings, etc., during and after work hours and/or on weekends, both locally and out-of-state ? | _____ | _____ |
| 8. Are you willing to maintain strict confidentiality of information, records, reports, and files as outlined in agency policy, honor non-disclosure agreements, and keep information that is classified or confidential undisclosed? | _____ | _____ |
| 9. Are you willing to work one-on-one with individuals of different race, gender, and nationality? | _____ | _____ |
| 10. Are you willing and able to pay for necessary travel expenses for extended periods of travel or medical expenses in an emergency situation prior to reimbursement according to State of Alabama reimbursement policy? | _____ | _____ |

I certify the information provided is true, correct, and able to be verified.

Printed Name: _____ Last four numbers of SSN: _____

Signature: _____