

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

Continuous Announcement

ECONOMIC DEVELOPMENT REPRESENTATIVE ASSOCIATE - 11349

Salary: \$37,389.60 - \$56,685.60
Announcement Date: August 19, 2015

JOB INFORMATION

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

MINIMUM REQUIREMENTS

Applicants must have both of the following to qualify:

- Bachelor's degree from an accredited* four-year college or university in economic development, business administration, marketing, engineering, geography, or a related field, and
- Two years of experience in economic development.

ADDITIONAL REQUIREMENTS

- Overnight travel is required for this job.
- Applicants must possess a valid Alabama driver license at the time of appointment.
- Applicants may be required to acquire and maintain an International Passport.

NOTES

- 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. If you check "No" for any statement, you may wish to reconsider applying for this position. Attach the completed questionnaire to your application and return it to the State Personnel Department. Applications without the questionnaire attached **will not** be accepted.

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the application. Qualified applicants may also be required to complete an **Experience Record Questionnaire**. This evaluation will comprise 100% of the final score for the open-competitive register.

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.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*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.

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.

Economic Development Representative Associate – 11349
Willingness Questionnaire

Are you willing and able to:	YES	NO
1. Work non-traditional hours (outside 8 a.m. to 5 p.m.) including nights and weekends?	___	___
2. Work one-on-one with individuals of different race, gender, and nationality?	___	___
3. Research and learn international protocol such as traditions, variances between cultures, and acceptable vs. unacceptable behavior and actions in various cultures?	___	___
4. Conduct job duties in non-traditional settings outside of the office such as in private homes, vehicles, hotel environments, etc.?	___	___
5. Travel by all means of public, private, and commercial transportation such as a plane, helicopter, train, bus, subway, metro, taxi, etc., to intended destinations within Alabama, around the United States, or internationally?	___	___
6. To operate a motor vehicle to include maintaining a valid Alabama driver license and proper automobile insurance as required by law?	___	___
7. Furnish your own automobile for use on the job, if required? (Mileage will be reimbursed.)	___	___
8. To acquire and maintain an international passport?	___	___
9. Participate in excessive and frequent amounts of travel to various domestic and international locations which may all occur within a day, week, or month?	___	___
10. Participate in long-term travel to domestic or international locations for an extended period of time that could include as much as three or four weeks?	___	___
11. Take medications and receive immunizations to prevent diseases in the course of authorized travel?	___	___
12. Maintain strict confidentiality of information, records, reports, and files as outlined in agency policy and non-disclosure agreements and keep information that is classified or confidential undisclosed?	___	___
13. Maintain and operate electronic devices to remain current on information and perform job duties in an efficient manner, during and outside of regular work hours?	___	___
14. Pay for necessary medical expenses in an emergency situation on authorized travel outside of home base coexisting with State of Alabama policy until reimbursement can be obtained?	___	___
15. Pay for necessary travel expenses upfront prior to reimbursement according to state reimbursement policy for extended period of travel?	___	___

Printed Name _____ Signature _____

Last four numbers of SSN _____