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

Continuous Announcement

SENIOR ECONOMIC DEVELOPMENT REPRESENTATIVE – 11358

Salary: $59,517.60 - $90,724.80
Announcement Date: October 16, 2013

JOB INFORMATION

The Senior Economic Development Representative is a permanent full-time position with the Alabama Department of Commerce. Positions are located in Montgomery, Alabama. This is independent professional project management 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

- Bachelor's degree from an accredited* four-year college or university in economic development, geography, business administration, marketing, engineering, or a related field
- Five years of responsible economic development experience to include four years managing new or existing industrial/business client projects and providing overall guidance in locating or expanding industry
- To be on the promotional register, applicants must have current, permanent status as an Economic Development Representative (11357) with the Alabama Department of Commerce.

NOTES

- The required five years of responsible economic development experience must be within the past seven 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 State Personnel. Applications without the questionnaire attached **will not** be accepted.

SPECIAL REQUIREMENTS

- Applicants must possess a valid Alabama driver's license and must be able to obtain an international passport.
- Extensive, overnight travel is 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.

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

Senior 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 provided responses to formal site selection requests (e.g., RFP, RFI)?	_____	_____
2.	Have you personally been accountable for establishing a full project itinerary? Frequency (circle one): Monthly Quarterly Yearly Level (circle any that apply): Local Statewide National International	_____	_____
3.	Have you personally been accountable for establishing a client mission? Frequency (circle one): Monthly Quarterly Yearly Level (circle any that apply): Local Statewide National International	_____	_____
4.	On what level have you provided overall project management in economic development? Local # of Months: ____ Regional # of Months: ____ State # of Months: ____ National # of Months: ____ International # of Months: ____	_____	_____
5.	Do you have overall project management experience with recruiting new or expanding existing industry? New # of Months: ____ Percentage of Time: _____ Existing # of Months: ____ Percentage of Time: _____	_____	_____
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 acquire and maintain an international passport?	_____	_____
8.	Are you willing to travel by all means of public, private, and commercial transportation (i.e., plane, helicopter, train, bus, taxi, etc.) to destinations within Alabama, the US, or internationally?	_____	_____
9.	Are you willing to maintain strict confidentialty of information, records, reports, and files as outlined in agency policy, honor non-disclosure agreements, and keep information that is classified or confidential undisclosed?	_____	_____
10.	Are you willing to participate in excessive, frequent, and/or long-term travel, including nights and weekends, to various domestic and international locations?	_____	_____
11.	Are you willing to work one-on-one with individuals of different race, gender, and nationality in non-traditional settings outside of the office, such as in private homes, vehicles, hotel environments, etc.?	_____	_____
12.	Are you willing and able to pay up front 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?	_____	_____
13.	Are you willing and able to furnish your own automobile for use on the job, if required? (Mileage will be reimbursed.)	_____	_____

Printed Name: _____ Signature: _____

Last four numbers of SSN: _____