

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **Deadline is Wednesday, March 2, 2016.**

POSITION:	Rural Development Specialist (RDS) – Northeast Region
DIVISION:	Regional Development Team / Business Development Division
SUPERVISOR:	James Johnson
OFFICE LOCATION:	TBD
SALARY:	\$42,000 - \$55,000
JOB NUMBER:	J-654

JOB DESCRIPTION & FUNCTIONS:

The Northeast (NE) Regional Development Specialist (RDS) serves as the lead representative of the Oklahoma Department of Commerce (ODOC) to the 16-county NE service region, composed of: *Adair, Cherokee, Craig, Delaware, Mayes, McIntosh, Muskogee, Nowata, Okfuskee, Okmulgee, Ottawa, Rogers, Sequoyah, Tulsa, Wagoner and Washington Counties.*

As a member of the ODOC Regional Development Team, the NE RDS is responsible for coordinating and interfacing with local and regional community and economic development entities, private sector companies, local elected officials, workforce development, statewide partners/service providers, and regional partnerships in the Northeast region. In conjunction with local economic development entities, the Commerce representative provides direct assistance to companies through a comprehensive business retention and expansion (BR&E) program, and delivery of state business incentives. In addition, the NE RDS identifies resources and facilitates regional dialogue on community and economic development issues/goals, assists in the formation of regional partnerships, and works with municipalities (and others) to develop local community and economic development projects. The successful candidate will be familiar with the communities and economic development entities in the Northeast region and have a sound working knowledge of community and economic development programs and practices, and **live in the Northeast service region**. Candidates must possess experience and expertise in all aspects of BR&E, maintain a high degree of professionalism, personal initiative, and be capable of functioning independently.

RESPONSIBILITIES:

- Work with private sector businesses to provide information on state business incentives to eligible companies.
- Work directly with businesses and communities in regard to delivering comprehensive business retention and expansion assistance, and establishing community-based BR&E programs, providing appropriate tools and resources to enhance their overall development needs.
- Provide timely updates of activities to the Regional and Business Development Director and input into the ODOC Customer Relationship Management (CRM) database.

- Connect public and private sector individuals and entities with appropriate resources designed to fit their needs.
- Provide technical assistance and resources to assist in the development and/or support of regional economic development partnerships.
- Provide resources and expertise to communities and regional entities to assist them in the development of comprehensive local entrepreneurship programs and small business development, including retail.
- Assist communities and regional entities in developing business attraction programs.
- Assist in workforce initiatives, connecting economic development professionals to workforce initiatives.
- Assist communities and local leadership with developing community and economic development projects.
- Provide presentations and other learning opportunities designed to educate communities on a wide range of community and economic development principles and practices.
- Assist other ODOC divisions with program outreach including Quality Jobs, Community Development, and Oklahoma Main Street Services.

KNOWLEDGE AND SKILLS:

The successful candidate will possess skills and experience in all phases of executing local/regional business retention and expansion assistance, including the development of regional and local business visitation programs. The candidate must also possess applied knowledge and expertise in the areas of workforce, entrepreneurship, and community and economic development, including a working knowledge of state and federal development and financing programs, including state incentives.

Must be an effective communicator with the ability to motivate others and build strong working relationships with business leaders, communities, and service providers. The position requires a high degree of flexibility, good listening and cooperative skills, facilitative expertise, and team building skills. In addition, candidates must possess a high degree of computer literacy and data entry skills, as well as strong written and oral presentation abilities.

The applicant must be available to work extended hours, traveling to communities throughout the Northeast region and the State of Oklahoma.

EDUCATION AND EXPERIENCE:

A bachelor's degree **is required**, preferably in a related field. Examples of related fields would include (but not be limited to) economic development, city planning, public administration, business administration, economics, finance, etc.

Applicants must have at least five years of professional-level experience in a similar profession. EDI graduates and/or direct experience in business planning, finance, business retention & expansion, community development, and economic development are preferred.

AA/EOE