



State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC
ECONOMIC & COMMUNITY DEVELOPMENT AGENT

ANNUAL \$72,786
SALARY: \$93,813

SALARY
GROUP: AR 25

APPLICATION CLOSING
DATE: **DECEMBER 23, 2016**

EXAM
NO: 160960OCDJ

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Economic and Community Development, this class is accountable for independently performing a full range of tasks in developing and promoting economic and community development programs.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 23, 2016**.

GENERAL EXPERIENCE: Six years of professional experience in corporate marketing and business development or business experience including residential and/or commercial financing to include leverage financing, strategic planning, financial planning and analysis or project management experience with industrial, environmental, housing or community development projects to include public financing or experience in urban planning and development.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the level of Assistant Economic & Community Development Agent.

SUBSTITUTION ALLOWED: 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. 2) A Master's Degree in a related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required to travel. 2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of local, state and federal economic, housing and community development programs and resources; knowledge of local, state and federal laws, regulations and policies pertaining to economic, housing and community development; knowledge of budgetary and financial principles and practices; knowledge of planning principles and practices; knowledge of comprehensive community development principles and practices; knowledge of industry practices, markets and location issues; knowledge of economic development assistance programs and financing; knowledge of marketing principles and techniques; considerable oral and written communication skills; interpersonal skills; skill in planning, organizing and negotiating urban or economic and community development activities; ability to establish and maintain effective working relationships; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) **Completed Application Form (CT-HR-12)**
- (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Economic & Community Development Agent include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Economic & Community Development Agent cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in developing and/or promoting community development and/or housing development programs.** Describe any experience in housing or community development programs/activities. Indicate the size and scope of the programs and the dollar amount. Be specific as to your role with these. Include in your description any experience in developing comprehensive plans for communities or neighborhoods, contract compliance and project management. **(2) Experience analyzing financial statements, analyzing and preparing plans for non-profit, government agencies, financial institutions and other private or public organizations.** Describe your experience in providing technical assistance to for-profit and non-profit housing and/or community development organizations, including financial assistance applications, negotiating the purchase of real property, property inspections, rehabilitation specifications or other similar activities; and the monitoring compliance and performance; and support of these activities. Indicate the nature of these dealings, the dollar amount(s) involved and your exact role in this area. **(3) Experience in developing and/or promoting business development programs.** Describe any experience assisting business and industries with locating or expanding operations, including real estate development, identifying and assessing business needs for services, financing, and/or economic development resources. Indicate the size and scope of the programs/activities and the dollar amount. Be specific as to the type of business, the size and scope, resources used and assistance provided. Be specific as to your role with these. **(4) Experience preparing financial assistance applications and business plans, negotiating leasing or other contractual agreements, monitoring activities for compliance with terms of agreements.** Describe any experience providing technical assistance to business and industries with the preparation of financial assistance applications and agreements. Include the entities involved (financial institutions, businesses, government agencies, etc.), the dollar amounts involved, and your role in the agreements. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name).** **(3) Do not include materials other than those requested above.** **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by DECEMBER 23, 2016.** **(5) Mail applications/examination materials to Department of Administrative Services, Statewide Human Resources, 450 Columbus Blvd., Suite 1502, Hartford, CT 06103 (Secure Fax 860-622-2875 – preferred method). If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6) Due to the large number of applications received, we cannot confirm receipt of applications.** **(7) Examination scores will be mailed by FEBRUARY 9, 2017.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.