

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
ECONOMIC AND COMMUNITY DEVELOPMENT AGENT
00105946

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 05946

Hours: 40 hours per week

Salary: \$68,607-\$88,427 (AR-25)

Closing Date: October 16, 2013

Eligibility Requirement: Candidates must have applied for and passed the Economic and Community Development Agent examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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.

Examples of Duties: Promotes and coordinates international economic development activities and programs; develops and promotes Connecticut as a destination for business to out-of-state and international customers; proactively identifies and recruits out-of-state and international companies to locate and expand operations in Connecticut; assists businesses and industries locating or expanding operations in Connecticut; develops and manages internal and external client relationships, maintaining client satisfaction, with respect to project activities and ensuring effective communication with all parties exist at all times; works with DECD Office of Business Development staff in business case preparation in support of out-of-state and international company attraction packages that includes identifying and assessing customer needs and evaluating customer financial capacity and reliability; acting as liaison between customers, OBD staff, business and financial organizations and government agencies; supporting the development of financial assistance packages; advocating on customer behalf requests for financial assistance and or related services; coordinating and tracking proposals through departmental approval process; delivering commitment letters to client on behalf of the agency; generates international markets related articles (trade, regulation, foreign markets etc.) to be submitted to newsletters and trade publication on behalf of the agency; develops collateral in support of the agency's international programs and initiatives; administers reviewroom portal for international trade grant applications; generates and maintains content of International Department's online presence; performs related duties as required.

General Experience: Six (6) 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 (1) year of the General Experience must have been at the level of Assistant Economic and Community Development Agent.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a related field may be substituted for one (1) 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (**please do not email or fax your application package**) a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business October 16, 2103** to:

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Human Resources Office
505 Hudson Street
Hartford, CT 06106**

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, and persons with disabilities.