



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

ECONOMIC DEVELOPMENT PROGRAM COORDINATOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Economic Development Program Coordinator	Q20102	70	80

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Incumbents in this classification independently oversee a state-wide economic development program to create, retain and expand jobs and increase investment through partnerships to establish a stable, diversified economy that will improve the quality of life for New Mexico citizens.

Nature of Work

The Economic Development Program Coordinator, working at the Economic Development Department, independently oversees a state-wide economic development program and promotes economic development for the State in an effort to stimulate business opportunities and local jobs. The Economic Development Program Coordinator works with communities to prepare them for business opportunities by servicing and supporting industries and communities to maintain and expand economic viability. The Economic Development Program Coordinator also researches industry specific conditions in local, regional, or national areas, or gather information to determine matches for potential recruitment, expansion, start-up, revitalization, international trade or public/private investment opportunities in that specific community. The coordinator should be extremely well versed almost to a level of certification on Economic Development practices and on local, state and federal programs which may be utilized in stimulating job creation opportunities.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Plans, organizes and implements economic development programs on a statewide basis, to promote the growth and development of the state's economic base.
- Plans, organizes and implements economic development activities such as job creation initiatives, retention/expansion/relocation initiatives, MainStreet revitalization and/or investment initiatives, international trade, representation of incentive packages, and community development and/or infrastructure initiatives.
- Proposes strategy to achieve goals and objectives for Economic Development to senior management.
- Monitors local, state and federal legislation and legislation relating to economic development.

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- Coordinates and assists in overall planning, development and administration of community and economic development programs.
- Plans, coordinates and evaluates public relations activities designed to promote and create awareness of programs, service and/or financial assistance.
- Negotiates and administers contracts, grants, and cooperative agreements with federal, state, local, community and private business organizations.
- Facilitates local advisory groups and/or assigns administrative personnel in developing and implementing policies and/or programs which enhance economic development.
- Participates in coordinating the development and implementation of Economic Development Department planning issues.
- Conducts research and institutes special studies to evaluate new and existing organizations, policies, procedures and practices.
- Exercises considerable independence, initiative, and judgment in planning and coordinating community and economic development programs under general administrative direction.
- Acts as liaison for technical and financial resources between public and private sectors for the purpose of building capacity and partnerships with the goals of exporting New Mexico products overseas and importing foreign-based companies, and associated jobs, to New Mexico.
- Manage the foreign trade offices overseas and generate export trade leads (management consists on constant contact)
- Reviews, analyzes, and interprets, and/or prepares state and federal laws, rules, regulations, policies, and procedures pertaining to community and/or economic development programs.
- Testifies as expert before public bodies (city, county, legislative, etc) on behalf of the Economic Development Department on topics relating to his/her specialty or expertise.
- Establish and maintain effective working relationships with departmental officials, legislators, state/local officials, staff and the general public.
- Develop, implement and administer program-based seminars, workshops or training sessions.
- May provide leadership, coaching and supervision to program staff.

Recommended Education and Experience for Full Performance*

A Bachelor's Degree in Marketing, Economics, Economic Development, Business Administration, Finance, Public Administration, Historic Preservation, Communications/Journalism, Community Development, Urban Design, and/or Urban and Regional Planning from an accredited college or university and eight (8) years of professional level experience with a light strategic impact performing a combination of economic development, community development or economic development finance.

Minimum Qualifications:

A Bachelor's Degree in Marketing, Economics, Economic Development, Business Administration, Finance, Public Administration, Historic Preservation, Communications/Journalism, Community Development, Urban Design, Urban / Regional Planning, or any related Science, Technology, Engineering or Mathematics (S.T.E.M.) degree from an accredited college or university and four (4) years of experience in economic or community development programs. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

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Economic Development Certification (CED), National Development Council (NDC), or Economic Development Institute (EDI) Certification is preferred.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination — Adjusting actions in relation to others' actions.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 4/27/2012

Revised: 1/21/2014; 1/16/2018 (add STEM to MQs)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.