



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER II – ECONOMIC DEVELOPMENT

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager II - Economic Development	X52010	85	

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

Purpose of Manager Position

To direct, manage, supervise staff and participate in the development and execution of a statewide programs to encourage economic development in New Mexico.

Nature of Work

The Economic Development Manager, working at the Economic Development Department, manages a group of Economic Development Representatives (EDR's) and Economic Development Program Coordinators (EDPC's) who promote economic development for the State in an effort to stimulate business opportunities and local jobs. The Economic Development Manager develops program goals, objectives and organizational plans for the efficient delivery of statewide economic development services programs. The Economic Development Manager also directs EDR/EDPC's who work with communities to prepare them for business opportunities by servicing and supporting industries and communities to maintain and expand economic viability. The Economic Development Manager provides direction and oversight to subordinate EDR/EDPC's who research market conditions in local, regional or national areas, or gather information to determine potential sites for doing business in New Mexico. Economic Development professionals may be well versed in the international economics, foreign governments, languages and customs and changing regulations as they relate international trade.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Manages an economic development team by providing leadership and program management on business finance and deal structuring projects which create jobs for New Mexico citizens.
- Motives employees, builds consensus, defines and establishes goals; establishes work assignments, mentors and trains, recruits, interviews and determines new hires.
- Provides business related technical assistance to businesses considering starting-up, expanding, or relocating to New Mexico.
- Explores and researches best-practices in other states and/or apply for innovative grants which would improve New Mexico's programs such as SSBCI.
- Assisting the agency, local government or economic development organizations with their financing efforts specifically for start-ups, expansions, relocations or retention of businesses.
- Directs and participates in a development services program by serving as a technical consultant to local and regional economic organizations

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- Conducts public meetings and seminars designed to acquaint civic leaders with current economic development techniques.
- Recommends improvements and changes in local development programs.
- Reviews and provides technical counseling on preparation of reports and materials submitted by local development groups to business leaders.
- Analyzes on a continuous basis, economic trends within the State, Federal and Internationally.
- Keeps abreast of all changes in the field of economic development.
- Devises, promotes and facilitates activities to assist communities in analyzing, organizing and developing their economic potential.
- Provides communities, in part, with business assistance, resources, access to financing, and tax incentives.
- Collaborates with other divisions of the Economic Development Department to learn and be aware of departmental initiatives and other workforce development initiatives.

General Characteristics

Any one position may not include all general characteristics listed nor is this inclusive of all general characteristics possible for the Economic Development Team Leader.

Scope of Responsibility – Significant. Assigned objectives are broadly defined by statute, grant, agency mission, etc. Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.

Types of employees managed – The Administrative/Operations Manager II is assigned **significant** staffing resources of lower-level managers, advanced, technical, and professional employees.

Financial accountability - Objective managed has **significant** relative impact on the mission of the total organization.

Strategic planning/decision challenge - Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

Manager Concept

The Administrative/Operations Manager II administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc. The Administrative/Operations Manager II determines objective resource needs and allocates them within financial parameters set at the secondary policy level. The organizational section/unit managed represents a considerable part of the department's total operations.

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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 twelve (12) 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, 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. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements

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

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.

Default FLSA Status: Exempt.

Bargaining Unit: Not Represented

Developed: 4/27/2012

Revised: 1/21/2014

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.