

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is accepting applications for the position described below. Applicants should apply in writing to: Oklahoma Department of Commerce, Human Resources J-513, P.O. Box 26980, Oklahoma City, OK 73126-0980, or via email: Christina_Hamilton@odoc.state.ok.us. **Deadline is Friday, March 28, 2008 by 5:00 P.M. Review of resumes will begin immediately.**

Anyone interested in being considered must submit a resume, cover letter and a list of reference sources to Human Resources.

POSITION:	Economic Development Specialist III
DIVISION:	Business Location
SUPERVISOR:	Christie Myers
JOB LOCATION:	Oklahoma City
SALARY:	\$36,526- \$56,000
JOB NUMBER:	J-513

Job Description: Conducts research on companies which may be looking to expand or re-locate, identifying those companies and gathering intelligence about such companies. Identifies growth industries for economic development targeting purposes and recommends strategy. Plan and may participate in trade shows and events. Evaluation of lead potential for business development.

Responsibilities:

- Conducts comprehensive research studies on one or more of the following topics:
 - Companies that fall under identified Department of Commerce target industries and other targets, as needed
 - Financial review of company
 - Growth of company
 - Key contacts and decisions makers within company
 - Potential expansion plans of company
 - Assessment of company as potential for business development
 - Industry trends- US & Global
- Assist Business Location team with preparation and organization of site location proposals, electronic and print, and provide necessary contact and follow up support.
- Assist in planning and execution of business development events, including list management, operational details, bios of companies and guests and follow up.
- Assists in organizing call missions, including developing target lists, appointment setting and follow up.
- Coordinate with Research Division on in-depth research analysis for business intelligence.
- Prepare bios, corporate briefings and event overviews and other as-needed reports.
- Maintain current electronic data base of site consultant bios, company overviews, and business location electronic documents and call trip reports.

Basic skills: Knowledge of economic and demographic research principles and practices; sound knowledge of economic development, economics and business practices. Knowledge of sources of statistical data. Skill in analyzing and solving problems. Advanced computer expertise in retrieving and producing information and organizing data into meaningful reports. Must work equally well independently and as a team member. Excellent communication and presentation skills both verbally and written. Intermediate to Advanced expertise in Excel, Word, Outlook.

Education & Experience: Completion of a Bachelors degree in Economics or Business or related degree. Five years experience in economic development, research or related field. Knowledge of corporate business with ability to analyze data and strategically turn information into a specific business development recommendation.

AA/EOE