



State of Alabama Personnel Department  
64 North Union Street  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389 Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

---

## ECONOMIC DEVELOPMENT REPRESENTATIVE – 11357 BUSINESS DEVELOPMENT OPTION - 337

---

**Salary:** \$46,442.40 - \$86,037.60  
**Announcement Date:** October 16, 2013  
**Revised Date:** July 20, 2022

### JOB INFORMATION

The Economic Development Representative (Business Development Option) is a permanent, full-time position with the Alabama Department of Commerce. Positions are located in Montgomery, Alabama. This is professional project management work in support of local, regional, or statewide economic development activities for the purpose of recruiting and expanding industry in the state of Alabama.

### MINIMUM REQUIREMENT(S)

- Bachelor's degree from an accredited\* four-year college or university in economic development, geography, business administration, marketing, engineering, or a related field
- Three years of responsible economic development experience to include two years managing new or existing industrial/business client projects and providing overall guidance in locating or expanding industry
- To be on the promotional register, applicants must have current, permanent status as an Economic Development Representative Associate (11349) with the Alabama Department of Commerce.

### SPECIAL REQUIREMENT(S)

- Applicants must possess a valid Alabama driver license and must be able to obtain an international passport.
- Extensive, overnight travel is required for this job.

### NOTE(S)

- The required three years of responsible economic development experience must be within the past five years.
- A graduate degree in economic development, international relations, international business, or a related field will be allowed to substitute for one year of the required experience.
- On the reverse side of this announcement is a required questionnaire. You should attach the completed questionnaire to your application and return it to State Personnel. Applications without the questionnaire attached will not be accepted.

### EXAMINATION

- Open-Competitive to all applicants and Promotional to current state employees in the classification listed above
- Evaluation of Training and Experience as shown on the application and the questionnaire

### HOW TO APPLY

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.  
**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

# Economic Development Representative Experience and Willingness Questionnaire

For each question, please check "YES" or "NO." If you check "NO," proceed to the next question. If you check "YES," provide any additional information requested about your work experience.

YES NO

\_\_\_\_\_ 1. Have you provided responses to formal site selection requests (e.g., RFP, RFI)?

\_\_\_\_\_ 2. Have you personally been accountable for establishing a full project itinerary?

Frequency (circle one): Monthly      Quarterly      Yearly  
Level (circle any that apply): Local      Statewide      National International

\_\_\_\_\_ 3. On what level have you provided overall project management in economic development?

Local      # of Months: \_\_\_\_\_

Regional      # of Months: \_\_\_\_\_

State      # of Months: \_\_\_\_\_

National      # of Months: \_\_\_\_\_

International      # of Months: \_\_\_\_\_

\_\_\_\_\_ 4. Do you have overall project management experience with recruiting new or expanding existing industry?

New      # of Months: \_\_\_\_\_      Percentage of Time: \_\_\_\_\_

Existing      # of Months: \_\_\_\_\_      Percentage of Time: \_\_\_\_\_

\_\_\_\_\_ 5. Are you willing and able to acquire and maintain a valid Alabama driver's license with the legally required automobile insurance?

\_\_\_\_\_ 6. Are you willing and able to acquire and maintain an international passport?

\_\_\_\_\_ 7. Are you willing to travel by all means of public, private, and commercial transportation (i.e., plane, helicopter, train, bus, taxi, etc.) to destinations within Alabama, the US, or internationally?

\_\_\_\_\_ 8. Are you willing to maintain strict confidentiality of information, records, reports, and files as outlined in agency policy, honor non-disclosure agreements, and keep information that is classified or confidential undisclosed?

\_\_\_\_\_ 9. Are you willing to participate in excessive, frequent, and/or long-term travel, including nights and weekends, to various domestic and international locations?

\_\_\_\_\_ 10. Are you willing to work one-on-one with individuals of different race, gender, and nationality in non-traditional settings outside of the office, such as in private homes, vehicles, hotel environments, etc.?

\_\_\_\_\_ 11. Are you willing and able to pay for necessary travel expenses for extended periods of travel or medical expenses in an emergency situation prior to reimbursement according to State of Alabama reimbursement policy?

\_\_\_\_\_ 12. Are you willing and able to furnish your own automobile for use on the job, if required? (Mileage will be reimbursed.)

Signature: \_\_\_\_\_ Last four numbers of SSN: \_\_\_\_\_