

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a Rural Development Specialist. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$70,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

[Apply Online](#)

Review of applications will begin immediately. **The deadline to apply is Tuesday, January 31, 2023.**

POSITION:	Rural Development Specialist (RDS) – Northeast Region
DIVISION:	Business Development Division/Regional Development Team
OFFICE LOCATION:	TBD
SALARY:	\$65,000 - \$70,000
JOB NUMBER:	J-783

JOB DESCRIPTION & FUNCTIONS:

The Northeast (NE) Regional Development Specialist (RDS) serves as the lead representative of the Oklahoma Department of Commerce (ODOC) to the 17-county NE service region, composed of *Adair, Cherokee, Craig, Delaware, Mayes, McIntosh, Muskogee, Nowata, Okmulgee, Osage, Ottawa, Pawnee, Rogers, Sequoyah, Tulsa, Wagoner, and Washington Counties*.

As a member of the ODOC Regional Development Team, the NE RDS is responsible for coordinating and interfacing with local and regional community and economic development entities, private sector companies, local elected officials, workforce development, statewide partners/service providers, and regional partnerships in the Northeast region. In conjunction with local economic development entities, the Commerce representative directly assists companies through a comprehensive business retention and expansion (BR&E) program and delivery of state business incentives. In addition, the NE RDS identifies resources and facilitates regional dialogue on community and economic development issues/goals, assists in forming regional partnerships, and works with municipalities (and others) to develop the local community and economic development projects. The successful candidate will be familiar with the Northeast region's communities and economic development entities, have a sound working knowledge of the community and economic development programs and practices, and **live in the Northeast service region**. Candidates must possess experience and expertise in all aspects of BR&E, maintain a high degree of professionalism and personal initiative, and be capable of functioning independently.



RESPONSIBILITIES:

- Work with private sector businesses to provide information on state business incentives to eligible companies.
- Work directly with businesses and communities regarding delivering comprehensive business retention and expansion assistance and establishing community-based BR&E programs, providing appropriate tools and resources to enhance their overall development needs.
- Provide timely updates of activities to the Rural Services Director and input into the ODOC Customer Relationship Management (CRM) database.
- Connect public and private sector individuals and entities with appropriate resources designed to fit their needs.
- Provide technical assistance and resources to develop and support regional economic development partnerships.
- Provide resources and expertise to communities and regional entities to assist them in developing comprehensive local entrepreneurship programs and small business development, including retail.
- Assist communities and regional entities in developing business attraction programs.
- Assist in workforce initiatives, connecting economic development professionals to workforce initiatives.
- Assist communities and local leadership with developing community and economic development projects.
- Deliver weekly success stories to Marketing Department for inclusion in the Success Stories Program.
- Provide presentations and other learning opportunities designed to educate communities on a wide range of community and economic development principles and practices.
- Assist other ODOC divisions with program outreach, including Quality Jobs, Community Development, and Oklahoma Main Street Services.

KNOWLEDGE AND SKILLS:

The successful candidate will possess skills and experience in all phases of executing local/regional business retention and expansion assistance, including developing regional and local business visitation programs. The candidate must also possess applied knowledge and expertise in the workforce, entrepreneurship, and community and economic development, including a working knowledge of state and federal development and financing programs, including state incentives.

Must be an effective communicator with the ability to motivate others and build strong working relationships with business leaders, communities, and service providers. The position requires a high degree of flexibility, good listening and cooperative skills, facilitative expertise, and team-building skills. In addition, candidates must possess a high degree of computer literacy, data entry skills, and strong written and oral presentation abilities.

The applicant must be available to work extended hours, traveling to communities throughout the Northeast region and the State of Oklahoma. The applicant may be called upon to support Division call trips and conferences outside of Oklahoma requiring overnight stays of several days.

EDUCATION AND EXPERIENCE:

A bachelor's degree is preferred, preferably in a related field. Examples of related fields would include (but not be limited to) economic development, city planning, public administration, business administration, economics, finance, etc.

Applicants must have a skill set related to economic development, community assistance, business assistance, project management, or public administration. EDI graduates or direct experience in business assistance, finance, business retention & expansion, community development, and economic development are preferred.

AA/EOE

