



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ECONOMIC DEVELOPMENT REP I

Job Number: 20001598

Job Code: 82660V251216

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/16/1982

Job Revised: 12/16/2025

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$30,219 - Hourly

\$4,910.60 - 37.5 Hr. Monthly Salary

\$5,237.96 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level professional work in researching, planning, marketing, communications, promoting, recruiting, administering, monitoring, and evaluating economic development location, expansion, and retention projects and applicable incentive programs in Kentucky; Learns available resources to begin identifying and recommending economic development projects and incentive programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in industrial development, economics, research, graphic design, economic development, business administration, marketing, communications, public relations, accounting, finance, compliance, or a related field will substitute for the required college on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Becomes knowledgeable of and conducts training on resources available for economic development projects, including available sites, buildings, communicating, incentive programs, etc. to begin identifying and recommending potential economic development projects. Learns to contact representatives from industry and the business community for the purpose of promoting the development, retention, or expansion of business or industry in the state of Kentucky. Assists in preparing communities for industrial growth by advising local leadership of the improvements needed to retain and attract industry. Accompanies industrial or business prospects to Kentucky communities under the supervision of a senior staff member. Assists in preparing and evaluating written and electronic proposals, marketing materials, presentations, compiling information for promotional materials, news releases, reporting requests, Requests for Information (RFI's), incentive applications, incentive agreements, incentive compliance documentation, and other requests. Learns to identify and recommend policy, process, statutory, and regulatory changes related to economic development programs. Provides information concerning licensing, state regulations, incentive programs, and business structure in developing and operating a business in Kentucky. Delivers speeches to local civic organizations and other interested parties designed to promote economic development. Assists in analyzing, evaluating and interpreting industrial data. Follows established methods and procedures. Writes correspondence as required. Assists in the compilation of basic resource documents.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.