

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title:	HTDC Economic Development Specialist
Position Number:	102461
Department:	Business, Economic Development & Tourism
Division/Agency:	Hawaii Technology Development Corporation
Branch (Office):	N/A
Section:	N/A
Unit:	N/A
Geographic Location:	Honolulu

II. INTRODUCTION

The Hawaii Technology Development Corporation (HTDC) is an agency of the State of Hawaii established in 1983 in accordance with Section 206M, HRS, and is attached to Department of Business, Economic Development & Tourism (DBEDT) for administrative purposes. As a lead State agency in high technology research, development, demonstration, and management of incubation facilities, HTDC provides a broad array of technology industry programs and services to facilitate the growth and development of a commercial high technology industry in Hawaii.

This position provides ongoing administrative and program support for HTDC's incubation centers and virtual programs. This position also supports new and ongoing tech industry project initiatives that help accelerate the growth of Hawaii tech firms.

III. MAJOR DUTIES & RESPONSIBILITIES

A. HTDC Economic Development Program Design 75%

Design, deliver, and lead programs, as directed by the Executive Director, on activities of critical importance to the development of the innovation industry. These activities may become an HTDC standing program or may be a temporary project. Support activities and champions them, as appropriate, leading other staff to complete them. The activities may include, but not limited to:

1. Attend meetings with business organizations, stakeholders and other partner organizations to give progress reports, presentations on behalf of the agency.
2. Coordinate promotional and networking events for the agency, such as trade shows, receptions, and technology job fairs.
3. Conduct HTDC Client Annual Economic Impact survey. Work with the supervisor and/or designee and all program staff to collect data and work with DBEDT/READ for data analysis.
4. Assist with research and coordination of legislative and/or other policy-related activities, which may include data gathering, dissemination of

information, gaining support for innovation-based economic development initiatives, and preparing collateral.

5. Support and promote the technology startup ecosystem by attending meetings representing HTDC, create social media posts and write monthly blog on items relevant to the tech community to drive awareness of the ecosystem.

B. HTDC Program Support 15%

1. Client Programs: Support HTDC programs, such as serving on review committees, assisting with events, and developing new programs.
2. Coordinate the marketing of HTDC's incubation programs and related activities/events on the HTDC website and help track the agency's inventory of promotional items.
3. Research and identify federal and other funding opportunities that support the growth of the agency's mission. Inform the Executive Director and other department managers of opportunities available. Coordinate grant opportunities between HTDC and other state agencies and stakeholders.

C. Performs other duties as assigned. 10%

100%

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 101876 Class Title: HTDC Project Dev Manager

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

Instructions are limited to general guidance and direction to specific priorities, and the results expected. The employee is expected to work independently and seek guidance as needed.

2. Assistance Provided.

Supervision received is nominal, consultative, and limited. The employee is expected to use initiative and sound judgment in carrying out assignments, meeting goals and objective, solving problems, and maintaining an awareness of each program and agency requirements.

3. Review of Work.

The supervisor and/or designee reviews issues that are exceptional, such as when a proposed action will involve establishing a new precedent, policy or direction, and when unforeseen events or circumstances may require significant changes.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are rules, regulations, policies, and procedures; other State/Federal laws, rules, regulations; and State Executive and DBEDT policies and procedures.

2. Use of Guidelines.

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

Small business and entrepreneurial development, and knowledge of the technology industry preferred. General office management practices and procedures; sales and marketing principles and strategies.

B. Skills/Abilities:

Effectively communicate orally and in writing; plan, organize, and carry out a broad range of complex administrative functions; compose letters and reports; prepare and give presentations. Ability to conduct research, present data findings. Plan and implement programs for which data or precedents are not readily available. Interact with a diverse spectrum of business, government, university, and community representatives. Knowledge of effective grant writing desirable.

C. Education:

Graduation from an accredited four-year college or university with a bachelor's degree in business, economics, or other related studies. Experience may be substituted for education on a year-for-year basis at the Executive Director's discretion.

D. Experience:

1. Minimum four (4) years in a progressively responsible position involving economic or grant program development, resource development, or technology-based economic development.
2. Experience conducting research and evaluations; writing reports; making presentations.

Education may be substituted for experience on a year-for-year basis at the Executive Director's discretion.

E. Required Licenses, Certificates, etc.:

N/A

F. Substitutions Allowed:

Education and/or experience may be allowed, subject to review and acceptance by the Executive Director and/or designee.

VI. DESIRABLE QUALIFICATIONS

Refer to Minimum Qualifications.

VII. TOOLS, EQUIPMENT & MACHINES

Proficiency with personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other related office tools, equipment, and machines.

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.