

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Specialist IV **Function Code:** 7126-035

In-House Title International Trade Officer **Date Established:** 5/2/03

Position Number: 42047 **Date of Last Amendment:** 4-10-14

Employee: _____ **Supervisor:** Adam Boltik

SCOPE OF WORK: To develop and coordinate and evaluate a statewide international trade program to provide market research for clients seeking information regarding international marketing potential and opportunities, and secondarily, to assist the Division of Economic Development in providing international trade counseling for its business clients resulting in increased exports for NH businesses.

ACCOUNTABILITIES:

Responsible for developing, researching and coordinating market research for New Hampshire businesses seeking information about international markets and sales potential.

Gathers, analyzes and maintains statistical data, private sector and public sector market information and other data related to international trade, finance and risk assessment, to assure maximum benefit to the State.

Coordinates the assistance of new-to-export businesses via the New Hampshire International Trade Resource Network. This includes coordinating with partners in the network regarding market research, business plan development, and financing options.

Coordinates activities of the New Hampshire Aerospace and Defense Export Consortium.

Prepares, reviews and administers related grants and contracts.

Develops and coordinates programs and resources at the local, state, federal and international level aimed at developing, sustaining and enhancing development and export finance programs.

Coordinates and represents partnership programs and resources which include, but are not limited to, the Export-Import Bank of the United States' City-State Program and the U.S. Small Business Administration's Export Working Capital Program and Export Express Program.

Prepares, reviews and administers related grants and contracts.

Works closely with NH companies, private sector groups, non-profit organizations, NH Congressional Delegation, local, state, and federal agencies, the media, etc. to maintain on-going network of communication and ensure maximum impact of program objectives within the Division's communication policies.

Develops and implements other trade finance assistance, regarding letters of credit, foreign exchange, bills of exchange, factoring, forfeiting, etc. to the NH business community.

Prepares program status reports, recommendations, and other informational reports for administrative use.

MINIMUM QUALIFICATIONS:

Education: Master’s degree from a recognized college or university with major study in international business, trade, economics, finance, or government. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional experience in the field of business, international trade, economic development, or finance, with responsibilities in program research, planning, monitoring, and evaluation. client services,

OR

Education: Bachelor’s degree from a recognized college or university with major study in international business, trade, economics finance, or government.

Experience: Five years' professional experience in the field of business, international trade, economic development, or finance, with responsibilities in program research, planning, monitoring, and evaluation. client services, Each additional year of approved work experience may be substituted for one year of required formal education.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

We have reviewed and discussed the content of the above job description, and certify that it is an accurate reflection of this position’s duties.

Employee's Signature

Date Reviewed

Supervisor's Name and Title: Adam Boltik, State Industrial Rep #40776

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

Human Resources Representative

Jennifer J. Elberfeld JB

Date Approved

Division of Personnel

4-10-14

Date Approved