

DIRECTOR, OFFICE OF COALFIELD COMMUNITY DEVELOPMENT

Nature of Work: Directs and manages the organization and operation of the Office of Coalfield Community Development within the West Virginia Development Office. Through subordinate professional staff establishes the programs, procedures and regulations required by statute in the operation of the office. The work requires significant collaboration with interested parties in coalfield community development to include owners/operators, citizens in the effected areas, landowners, state and local government agencies, local or regional economic development authorities and state and federal agencies. Responsibility includes the development of required programs, establishment of office goals and objectives and the continuous administration of the programs. Performs related work as required.

Examples of Work

Establishes and administers procedures for the development of community and coalfield community development statements required by statute.

Establishes and administrative procedures for determining assets and land and infrastructure needs necessary for the long-term viability of coalfield communities.

Establishes and administers a procedure for action reports and annual updates required by statute.

Coordinates and facilitates meetings of interested parties in communities impacted by mining operations.

Assist property owners in the sale of private property in the impacted areas.

Coordinates the development of coalfield community development statements.

Identifies community assets/needs such as water and waste services, developable land for housing and commercial development, recreation facilities, educational facilities.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of management.

Knowledge of trends and current practices in economic and community development.

Knowledge of the current economic conditions of coalfield communities.

Knowledge of federal and state economic development programs and regulations.

Ability to analyze economic development markets, trends and opportunities.

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Knowledge, Skills and Abilities (Cont'd)

Ability to compile and analyze a variety of technical information relating to economic development, regional planning and business development.
Ability to maintain effective working relationships with business and industry leaders, community leaders, local, state and federal officials, regulatory agencies and property owners.
Skill in communicating effectively both orally and in writing.
Ability to plan and oversee the work of subordinate professional staff.

Minimum Qualifications

TRAINING: Bachelor's degree from an accredited four year college or university.
SUBSTITUTION: Experience as described below may substitute for the required training on a year-for-year basis.
EXPERIENCE: Five years full-time or equivalent part-time paid experience in the management of coal operations, economic development, community development, business administration or public administration.
SUBSTITUTION: A master's degree in a related field may substitute for one year of the required experience.

Established: 10/21/99
Effective: 11/1/99