

**DEPUTY EXECUTIVE DIRECTOR,
WEST VIRGINIA DEVELOPMENT OFFICE**

Nature of Work: Under the general direction of the Executive Director of the West Virginia Development Office, performs complex administrative work by assisting in the management, program implementation and development work of the agency. Works closely with the Executive Director and other senior staff members to formulate strategic goals for the agency and the strategies to achieve those goals. Assists in the supervision of the agency as requested by the Executive Director and assumes specific responsibilities as requested in the absence of the Executive Director.

Examples of Work

- Manages and directs the product development phase of newly implemented programs.
- Tracks agency programs to help ensure that resources are allocated in a best fit with the strategic objectives of the agency.
- As requested by the Executive Director, works with representatives of other agencies and the Governor's Office on policy issues of mutual concern and interest.
- At the request of the Executive Director, represents the agency at meetings and public events.
- Coordinates funding proposals to federal and private agencies which enhance the overall mission of the agency.
- Assists in the preparation of a legislative agenda for the agency as well as rough drafts of the budget request.
- With direction and authority of the Executive Director, manages day-to-day operations of the agency in the Executive Director's absence.
- As requested by the Executive Director, manages special projects.

Knowledge, Skills and Abilities

- Comprehensive knowledge of the functions and objectives of the agency.
- Thorough knowledge of agency's human resources and their allocation.
- Ability to consult with and integrate the work of professional personnel.
- Ability to evaluate existing programs and make recommendations to implement and improve programs as needed.
- Ability to establish good working relationships with other departments, public officials and the general public.
- Strong analytical and communications skills.

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DEPUTY EXECUTIVE DIRECTOR,
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Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Experience: Five years experience in management, public administration or program development.

Substitution: A Master's Degree in public administration, business administration, or a related field may substitute for two years of the required experience.

Established: 9/16/93
Effective: 10/16/93