

COMMUNITY DEVELOPMENT MANAGER**Nature of Work**

Under administrative direction, performs complex administrative, managerial, and supervisory work with responsibility for a major program component within the West Virginia Development Office. Responsible for developing and implementing methods related to program specialty area. Provides information, advice, or data to management for program decisions. Supervises the work of professional, technical and support personnel. Performs related work as required.

Examples of Work

Directs and coordinates staff in the implementation and administration of state and federal programs.
Interacts with federal and state agencies on program administration, funding levels, and interpretation of regulations and policies.
Supervises the evaluation of community development grant-in-aid and/or technical assistance programs.
Supervises the development of the budget for grant programs and recommends the allocation of funds.
Oversees the disbursement of grant monies to sub-grant agencies.
Writes reports on grant program operations.
Interacts with non-profit agencies, federal, state, regional and local government officials and agencies, and community leaders relative to program guidelines.

Knowledge, Skills and Abilities

Knowledge of community and economic development needs of the target population of grants administered.
Knowledge of the state and federal community and economic development programs.
Knowledge of federal and state grant financial guidelines and reporting requirements.
Ability to evaluate grant proposals of eligible agencies and recommend funding levels.
Ability to work effectively with federal, state, regional, and local officials, community leaders, and agencies in program administration.
Ability to prepare written reports on program activities.
Ability to supervise the work of others.

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COMMUNITY DEVELOPMENT MANAGER - CONT'D.

Minimum Qualifications

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

Experience: Five years of full-time or part-time equivalent paid professional experience as a program director or coordinator in economic development, grants management, community development or planning, public or business administration, engineering, or experience directly related to the area of assignment, including two years in a supervisory capacity.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required non-supervisory experience.

Established: 9/16/93
Revised: 7/17/97, 11/12/97
Effective: 11/12/97