

**ECONOMIC DEVELOPMENT MANAGER****Nature of Work**

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

**Examples of Work**

Supervises and coordinates staff in the implementation and administration of state and federal programs, workshops, civic meetings, energy audits, media promotions, literature and technical assistance.

Interacts with federal and state agencies in program administration, funding levels and interpretation of regulations and policies for program matters.

Supervises the development of the budget for programs and recommends allocation of funds to be used.

Supervises the monitoring of program to insure compliance with guidelines and spending levels.

Evaluates the effect of programs, writes and completes all program reports required by the federal regulations.

Interacts with community action agencies, non-profit agencies, state and local government officials and community leaders on conflicts with program guidelines.

**Knowledge, Skills and Abilities**

Knowledge of state and federal regulations.

Knowledge of accounting and finance.

Knowledge of governmental administration procedures.

Ability to work effectively with state and federal officials, community service agencies and community leaders in program administration.

Ability to analyze financial statements to determine financial condition of prospective borrowers.

Ability to write reports on program activities and objectives.

Ability to supervise staff and coordinate activities.

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**ECONOMIC DEVELOPMENT MANAGER - CONT'D.**

**Minimum Qualifications**

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

**Experience:** Five years of full-time or equivalent part-time paid professional experience in social work, program director or coordinator in community action or community service programs, grants management, community development or planning, energy conservation, energy use analysis, public or business administration, 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: 11/12/97  
Effective: 11/12/97