

DIRECTOR, BUSINESS AND INDUSTRIAL DEVELOPMENT**Nature of Work**

Directs and manages the business and industrial development programs of the West Virginia Development Office. Will be in direct contact with business expansion and relocation prospects and through various other governmental, business and community agencies. Establishes program and policy development and evaluates staff and program performance. Performs related work as required.

Examples of Work

Establishes policies and programs for industrial development, marketing, partnership for progress programs, international trade and research.

Provides technical assistance to the program directors in any area involving industrial and business development such as economic development financing, small business development community development, labor-management and training.

Advises administrative supervisors as to the status of programs and projects.

Answers inquiries from public and private sectors.

Knowledge, Skills, and Abilities

Knowledge of basic business laws and principles.

Knowledge of basic economic development practices and procedures.

Knowledge of federal and state economic development programs as well as regulations and codes.

Ability to evaluate economic development markets, trends and opportunities.

Ability to develop and manage the activities of the professional and support staffs.

Minimum Qualifications

TRAINING Graduation 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 of full-time or part-time equivalent paid experience with a minimum of two years management experience in economic development programming.

SUBSTITUTION A Master's degree in business administration or a related field may substitute for one year of the required experience.

Established: 9/16/93

Effective: 10/16/93