

**DIRECTOR, COMMUNITY DEVELOPMENT****Nature of Work**

Directs and manages a complex statewide community development program. Provides policy leadership to the West Virginia Development Office and oversees the strategic planning of program personnel and budgetary functions of the division. Acts as a liaison representing the West Virginia Development Office between other state, local, and federal agencies. Performs related work as required.

**Examples of Work**

Administers a vast array of federal and state grant-in-aid programs designed to affect the broad scope of community development activity.

Directs personnel, budgetary, and programmatic functions of the division.

Recruits, develops, and manages the professional and support staffs.

Coordinates budget processes.

Reviews and recommends community development projects for funding.

Acts as liaison between state, federal and local agencies and interprets federal grant-in-aid programs to the Legislature and the Governor's Office.

Directs the state's community development planning program, develops agency policies, and works with federal agencies to insure that funding is consistent with state goals and objectives and in conformance with federal requirements.

Provides policy suggestions to Governor's staff and handles problems for the Governor's Office by request.

**Knowledge, Skills and Abilities**

Knowledge of federal codes and manuals dealing with specific community development programs.

Knowledge of budgetary and fiscal procedures.

Knowledge of the programs and procedures for federal funding.

Ability to coordinate budget, fiscal and personnel functions of the division office and the programs.

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

Ability to establish and maintain effective working relationships with subordinate staff or state and federal government officials.

**Minimum Qualifications**

**TRAINING** Graduation from an accredited four-year college or university with a degree in public administration, business administration, management or a related field.

**SUBSTITUTION** Experience as described below may substitute for the required training on a year-for-year basis.

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**DIRECTOR, COMMUNITY DEVELOPMENT - cont'd.**

**Minimum Qualifications - cont'd.**

EXPERIENCE Five years of full-time or equivalent part-time paid experience in management or program development in the areas of grants administration.

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

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