

**DIRECTOR, RESEARCH AND STRATEGIC PLANNING****Nature of Work**

Directs and manages the West Virginia Development Office's Research and Strategic Planning Section. Develops and organizes research and planning programs, policy development or projects and directs appropriate resources toward the achievement of established goals. Establishes, recommends and interprets economic development policies and strategies. Performs related work as required.

**Examples of Work**

Directs, trains, and coordinates staff in division projects. Maintains liaison with other organizations involved in similar research projects to avoid duplication and improve productivity.

Supervises and prioritizes the preparation of complex and comprehensive reports and narratives.

Recommends hiring, promotions, and other personnel actions within the division.

Develops and provides guidelines for the delivery of research and planning activities; recommends and interprets departmental policies; evaluates current policies and procedures and recommends changes.

Determines budgetary needs of the division and develops an appropriate budget based upon needs; explores and develops outside funding sources when appropriate for programs and projects undertaken.

Appears before legislative committees as required; monitors status of legislative bills having an impact upon economic development.

**Knowledge, Skills and Abilities**

Knowledge of federal and state regulations for funding dealing with specific research and planning programs or projects.

Knowledge of budgetary and fiscal procedures.

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.

Ability to work with other employees, public officials and the general public.

Ability to supervise employees engaged in complex research studies, directing collections, compilation, and analysis of data, and presentation of conclusions with clarity.

**DIRECTOR, RESEARCH AND STRATEGIC PLANNING - cont'd.**

**Minimum Qualifications**

TRAINING Graduation from an accredited four-year college or university with a major in business administration, social services, economics, planning, statistics, math or closely related field.

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

EXPERIENCE Four years of full-time or equivalent part-time paid experience in private or governmental economic research, or a closely related area devoted primarily to research activities, or three years of administrative management.

SUBSTITUTION Graduate study at an accredited college or university in business administration, economics, statistics, math or a closely related field may be substituted on a year-for-year basis for the required experience.

OR

A Master's degree from an accredited college or university and two years of experience as described above may substitute for the required training and experience.

OR

A Doctorate degree from an accredited college or university may substitute for the required training and experience.

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