

**EXECUTIVE DIRECTOR,
WEST VIRGINIA DEVELOPMENT OFFICE**

Nature of Work:

Under general direction, performs expert level work providing statewide professional economic development leadership for the Council for Community and Economic Development (CCED), West Virginia Development Office, economic development professionals, regional planning and development councils, and others involved in the economic development process. Develops, directs, and supports expansion programs involving existing and prospective industry and commerce to promote state and industrial development, create jobs, and facilitate capital investment. Performs related work as required.

Examples of Work

Directs the development and implementation of strategies to attract new industry and retaining growing, existing industry.

Directs the research and review of policies, legislation, and conditions affecting the business climate, and recommends changes to improve the state's competitive status.

Directs professional staff in retaining and expanding industry and commerce and promoting and attracting new industry by designing and implementing development programs, contacting and visiting prospective industries, planning and directing promotional events and seminars, and providing technical assistance to companies to gain contracts.

Directs the development and implementation of successful export programs by developing and implementing marketing programs for state products and services, directing international offices, investigating potential international markets, and formulating aggressive export strategies.

Directs the development and implementation of competitive incentive programs designed to attract business and industry by monitoring incentive programs offered by other states, maintaining competitive state programs, and providing assistance (e.g. training, financing, tax structure, marketing) to business and industry interested in locating in the state.

Directs the development and implementation of various community development programs including local and regional community and economic development strategies.

Develops and maintains effective Development Office operations by directing, motivating, and developing a competent staff, directing office activities, overseeing the preparation of budgets, developing, updating, and implementing the annual strategic plan, establishing goals and objectives, creating and overseeing programs (e.g. professional development), and ensuring compliance with state rules and regulations.

**EXECUTIVE DIRECTOR,
WEST VIRGINIA DEVELOPMENT OFFICE (CONT'D)**

Knowledge, Skills, and Abilities

Thorough knowledge of principles and practices of economic and industrial development.
Knowledge of local, state, and federal legislation relating to economic development.
Knowledge of international marketing principles and practices, particularly export strategies.
Knowledge of principles and practices of effective management.
Skill in oral and written communication.
Ability to establish and maintain effective working relationships with foreign, federal, state and local officials, the business community, and the general public.
Ability to plan, organize, develop, direct and coordinate a variety of programs and administrative activities.
Ability to evaluate, initiate and implement proposed new or modified legislation and policy.

Minimum Qualifications

Training: Masters Degree in business or a related field from an accredited college or university.

Substitution: Graduation from an accredited college or university with a major in business or a related field, plus two years of full-time or equivalent part-time paid experience as listed below.

Experience: Ten years of full-time or equivalent part-time paid experience in industrial or economic development at state and local levels, four years of which must have been as an administrator, manager, or director.

Special Requirement: Applicant must possess a valid passport or obtain one upon hiring.

Note: Applicants who are Certified Economic Developers will be shown preference in hiring.

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

