

DESCRIPTION: Under general direction, coordinates and monitors agency programs, organizational operations, and service contracts, statewide; advises the agency director on program issues and status; formulates and implements agency wide program policies; directs subordinate directors of diversified areas; budgets and allocates resources for assigned areas; and participates on the agency senior management team; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Confers with the agency director, other administrators, and subordinate directors, administrators, or managers to discuss and solve agency wide problems and/or issues that impair the effectiveness and efficiency of agency programs and organizational operations, to formulate and explain the agency's approach to the accomplishment of program responsibilities, and to make decisions that impact total agency operations.

Confers with legislators; federal, state, and local agencies; and voluntary groups interested in various aspects of the economic development programs, to foster and improve working relationships with a broad range of key officials outside the agency and to obtain necessary governmental/program support for management decisions and program priorities and goals.

Controls and coordinates the direction of administrative and program functions over a long-range planning period to facilitate attainment of program goals, to ensure adherence to administrative directives and state and federal laws and regulations, and to maximize the integration and delivery of services.

Analyzes and reviews operating practices and management methods to improve work flow, simplify reporting procedures, and implement cost reductions.

Coordinates the programs and organizational operations directed with other programs or units inside and outside the agency to facilitate carrying out management policies and to attain agency goals and objectives.

Monitors the preparation of budgetary proposals and program budgets and the estimation of staffing needs to determine and allocate the staff, equipment, facilities, and other resources necessary to accomplish program responsibilities.

Presents information at public meetings, legislative or administrative hearings, or meetings with other agencies or groups, to explain agency goals, specific program plans, and resource allocation/funding decisions and/or to represent the agency for the agency director.

Decides on the appointment, evaluation of performance, and other personnel actions for subordinate employees, to recommend appropriate compensation or discipline.

Advises subordinate managers on the presentation of issues, to ensure consideration and facilitate decision by the agency director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing, and budgeting; the goals and methods of practice used by professions participating in economic development programs; social and economic factors affecting the State; the techniques of policy and/or program research, planning, and evaluation; the procedures of grant writing and grants management; federal and state statutes and administrative regulations relating to economic development; organizational behavior and management techniques; current techniques and practices of group dynamics, community organization, public relations, and volunteer management.

Ability to: plan, formulate, and execute policies and programs; manage administrative and/or program operations and activities; communicate orally and in writing with persons representing divergent backgrounds, interests, and viewpoints, to exchange administrative and/or program information; administer and interpret program legislation and administrative and/or program evaluation reports and recommendations; evaluate and select policy options and plans of administrative action as solutions to agency wide issues and problems; prepare, review, and analyze statistical and other reports; assess staff progress toward achievement of program objectives and adherence to program standards; evaluate and counsel subordinates; analyze the critical elements of operational problems related to planning and directing administrative or program activities; develop and implement program objectives and performance goals; evaluate economic development programs to determine whether improvements can be made; maintain and establish working relationships with state, federal, and private organizations and economic development professionals; speak to agency, government, or community groups.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, public administration, political science, government, management, economics, accounting, the social/behavioral sciences, or another related field; AND four years of experience in the economic development field; AND experience in managerial administrative or staff capacity with responsibility for program management and accountability, budget preparation and implementation, program analysis/evaluation and policy development and implementation, public relations, interagency coordination, or legislative development and/or analysis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).