

Specification for Class of

PROGRAM MANAGER/TECHNICAL SPECIALIST 3 - DCTED

**Abolished Effective June 1, 2005**

Definition: In the Department of Community, Trade and Economic Development, manages one or more designated statewide community, trade or economic development programs and supervises professional staff; or, serves as a designated technical specialist providing advanced level consultative assistance to a variety of clients including government and private entities.

Distinguishing Characteristics: Positions at this level are characterized by a high level of independent judgment and broad responsibilities and decision making authority in determining the nature and scope of problems to be resolved. Positions are structured in one of two ways:

1. Positions manage one or more designated statewide programs with assigned responsibility for developing and implementing program policy, developing program goals and objectives, developing and managing program budgets, tracking expenditures, establishing priorities for staff deployment, and evaluating program effectiveness. Positions must supervise professional staff charged with coordinating the development and implementation of department programs.

OR

2. Positions are advanced level technical specialists for a designated specialty area affecting one or more statewide programs or enhancement projects; or, positions act as a trade specialist for a designated product or foreign market.

Positions independently establish work program priorities, exercise primary policy development responsibility, and either exercise primary budget development responsibility or have primary responsibility for the development of financial packages for the technical specialty/program.

Positions work with little or no technical oversight and act as a designated agency spokesperson and authority for their assigned specialty area.

Typical Work

Develops and maintains cooperative relationships with government, businesses, industry, community organizations and/or government officials;

Plans, develops, coordinates and manages a program or programs;

May require the use of sophisticated analytical techniques;

Utilizes and regularly applies advanced technical expertise;

Coordinates the state's role in community, trade and economic development programs, e.g., develops, prepares, and monitors reports, proposals, grants and program budgets;

Plans, directs, organizes, supervises, and evaluates the work of other professional department staff;

Assists with drafting legislation, preparing or providing testimony at hearings;

Develops policy positions related to program, service, or technical area(s);

Provides technical assistance to clients in a service area;

Develops, negotiates, and monitors technical aspects of contracts with local governments, community organizations, and public and private entities;

Represents agency at professional, local, state, regional, or national meetings;

Organizes or leads service delivery teams;

Reviews internal/external requests for proposals, contracts, grants and loans consistent with departmental policies, procedures and programs and makes recommendations;

Conducts workshops or seminars related to department programs;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: principles, practices, and techniques of public relations and public information; international, national and state programs including their application and intent; sources of funds and regulations controlling their use; principles of organization, administration, and training; principles and practices of business administration; government agencies,

industries and business; international business development and investment; policy analysis and formulation; local, state and federal legislation and regulations; analytical methods including economics and statistics as they apply to department programs.

Ability to: develop, organize, and present educational courses and seminars, speak and write clearly; implement budget and fiscal management techniques; develop and coordinate concise plans and programs; analyze and coordinate activities at all levels of government, industry, and private economy; utilize a variety of analytical and research techniques to resolve complex problems; evaluate programs; present ideas and information effectively.

Minimum Qualifications

One year of experience as a Program Coordinator 2 - DCTED

OR

A Bachelor's degree and three years of professional experience in community, trade or economic development.

Professional level experience in community, trade or economic development will substitute, year for year, for education.

A graduate or advanced degree will substitute for one year of the required experience.

Selective certification may be required for designated positions.

New class: 9-9-94