

Specification for Class of

PROGRAM TECHNICAL SPECIALIST 4 - DCTED

Abolished Effective June 1, 2005

Definition: In the Department of Community, Trade and Economic Development, serves as the highest designated expert in a specialty area and provides consultative assistance to agency management, government officials, and other professionals.

Distinguishing Characteristics: Positions at this level are designated by the agency director as the highest technical specialist for a program area in community enhancement, trade or economic development. May direct the work of other technical specialists. These positions provide technical expertise in areas of major importance to the state's economy or community enhancement efforts and are instrumental in researching and interpreting information used in the establishment of state policy. Positions provide policy guidance to agency management in the assigned specialty area.

Positions are the recognized expert for the state and regularly provide consultation to national and international companies and government entities in their area of expertise. These positions are responsible to provide leadership in new areas of endeavor and conduct anticipatory research and develop projections such as the potential impacts of proposed regulatory changes or increased competition on state development projects.

Positions may report to a Unit Manager but typically report to an Assistant Director or the agency Director.

Typical Work

Establishes standards on policies within a technical area of expertise;

Coordinates and resolves conflicts of priority between staff, programs and activities;

Represents the department at legislative hearings or state and national meetings;

Advises management and service delivery teams on key issues;

Provides the highest level consultative assistance to other recognized experts;

Determines program priorities, objectives and work schedules;

Assists the Assistant Director with administrative and programmatic functions;

Presents advanced technical information to other agencies, governments or private entities;

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

Prepares legislation and/or provides expert testimony at hearings;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: the state's legislative and management processes; subject matter at the post graduate level and may require professionally recognized publications.

Ability to: lead and direct other technical specialists; advise management as a subject expert; administer professional presentations at all levels of government, including providing expert testimony in their area of specialty; coordinate the effort of other technical specialists and bring about professional level products and/or publications.

Minimum Qualifications

Two years of experience as a Program Manager/Technical Specialist 3 - DCTED.

OR

A Bachelor's degree and four 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