

### Class Concept

This is administrative work in developing and coordinating local, state, and regional development programs. Positions are responsible for coordinating, developing and maintaining federal grant in aid programs with public and private agencies in and outside the state and supplying technical assistance and appropriate information to such agencies. Work involves the technical, administrative, and clerical activities of a particular program, meeting with local, state, and federal officials to facilitate smooth operation of programs, and evaluating procedures to measure performance and assure efficient and effective direction of services and resources. Work is guided by policies and objectives set forth in published directives, and reviewed through periodic conferences and reports.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public and business administration, particularly as they relate to program development.
- Considerable knowledge of economic, social, and technological needs in various areas of the state as it relates to the program area of assignment.
- Skill in program development, analysis and evaluation
- Ability to plan, coordinate, and direct a statewide development program.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to coordinate the work of a professional and technical staff (if applicable).
- Ability to express ideas clearly and concisely, both orally and in writing, and to speak effectively before large groups.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution; and five (5) years of progressively responsible program experience related to the area of assignment; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.