

Minimum Qualification Specifications
for the Class:

BUSINESS DEVELOPMENT PROGRAM MANAGER
(BUSINESS DEVELOPMENT PRGM MGR)

Basic Education/Experience Requirements

Graduation from an accredited college or university with a major in marketing, business administration, business or commercial law, economics, finance, foreign trade, or a closely related field, which included completion of three (3) semester credit hours in statistics.

Excess work experience as described under Specialized Experience below, or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college curriculum leading to a baccalaureate degree with a major in the subjects mentioned above, may be substituted on a year-for-year basis for the required education including statistics. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background must have included knowledge of the general principles of economics, business statistical methodology and business management and administration.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had work experience of the kind, quality and quantity described in the paragraphs below, or any equivalent combination of training and experience.

Specialized Experience: Five and one-half (5-1/2) years of progressively responsible professional work experience which demonstrated the possession and application of knowledge of economic development, marketing, and business feasibility research and analysis; product promotion, advertising, and distribution; business practices involving finance, planning, and management, and familiarity with governmental organizations and programs as they relate to business and economics.

Examples of such experience include (but are not limited to) the following: marketing and/or economic consultant or researcher; promotional work with trade associations, Chambers of Commerce, or similar organizations; recruitment of new businesses or other economic development activities for particular communities or governmental jurisdictions.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A master's degree from an accredited college or university with a major in marketing, business administration, business or commercial law, economics, finance, foreign trade or a closely related field may be substituted for one (1) year of the Specialized Experience.
2. A Ph.D. (or equivalent doctoral degree) from an accredited college or university with a major in one of the fields specified above, may be substituted for two (2) years of the Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class BUSINESS DEVELOPMENT PROGRAM MANAGER (BUSINESS DEVELOPMENT PRGM MGR), which were approved on December 27, 1988.

DATE APPROVED: 1/28/13



BARBARA A. KRIEG, Director
Department of Human Resources Development