

DIRECTOR OF INTERNATIONAL DIVISION

This is specialized professional work in the Department of Commerce in directing a small staff of industrial development representatives who specialize in attracting foreign industrial investment into the State. Work involves planning and managing a program which identifies countries with the potential to make investments of economic benefit to the State; establishing contacts with potential investors; providing assistance in the firm's analysis of sites; and providing consultation on conducting business in the United States, and North Carolina in particular. Work requires contact with a variety of countries and international businesses. Employee reports to the Director of Economic Development.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for establishing the goals of the program and setting priorities concerning countries and types of businesses to be contacted. Goals and priorities may be set and remain unchanged for long periods, but must be constantly re-evaluated in consideration of current projected international economic and political trends.

Organizing and Directing - Subordinate employees are highly specialized and require minimal supervision or direction. Changes in methods, procedures, workflow, and assignments occur infrequently. International trade missions, however, may require lengthy organizational periods to ensure efficient and effective trips, which usually involve high level officials and businessmen of the State, United States, and foreign countries.

Budgeting - Employee operates within established budget. Budget changes, if required, would be submitted through the Director of Economic Development. Operation of the European Office in Germany results in monitoring and modifying, as required, complex cost reimbursement contracts.

Training - Employees recruited generally have high level skills in industrial development, minimizing the need for training. Employee provides training, if required, on the methods and procedures of conducting international business.

Setting Work Standards - Formal work standards are not set, but employee may establish guidelines and discuss rules of and standards of conducting business, prior to an international mission.

Reviewing Work - Work of subordinates is reviewed to assure that international contacts are producing good will, interest, and foreign investment in the State. Work cannot usually be effectively evaluated until one or more international missions are completed.

Counseling and Disciplining - Employee conducts performance counseling and, if required, has authority to conduct disciplinary sessions. Formal actions would be referred to the Director of Economic Development and the Departmental Personnel Office.

Performing Other Personnel Functions - Employee interviews employees referred by the Department and makes recommendations on hiring and on merit increments for current employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The basic mission of the International Development Program remains relatively stable over a long term period; however, the employee must stay continually abreast of the changing international economic and political scene.

Variety of Work Supervised - Work is specialized in the field of industrial development.

Number of Employees Responsible For - Employee is responsible for a staff of ten professional and support positions.

III. EXTENT OF SUPERVISION RECEIVED: Long-term program goals are established jointly with the Director of Economic Development. Day to day decisions and general management of the International Development Program is carried out with considerable independence.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Subordinate staff is generally located in the Raleigh area, but are subject to foreign assignments.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of general management and business organization procedures. Thorough knowledge of the business, legal, and regulatory aspects of doing business in North Carolina. Ability to gather a wide variety of business, economic, and community data and present it orally or in formal written reports. Ability to deal tactfully and successfully in high level negotiations of major economic impact which involve the highest levels of industrial management, community, and State leadership, and businessmen and governmental officials of foreign countries. Ability to supervise the work of others.

Minimum Education and Experience - Graduation from a four-year college or university and four years of business administrative experience including at least two years of experience at a senior level in economic development or business management. A degree in business and experience in conducting foreign business are desirable.

Administering the Class: A master's degree in business administration may be substituted for one year of general experience. Business administrative experience may be substituted for a college degree on a year for year basis in cases where the most recent years of experience indicate managerial level skill attainment.

Degrees must be received from appropriately accredited institutions.

Special Note - This is generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.