State of Alabama
Personnel Department
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Current Announcement

ECONOMIC DEVELOPMENT DIVISION DIRECTOR – 11359

INTERNATIONAL TRADE/PUBLIC RELATIONS/RESEARCH OPTION - 339

Salary: $80,287.20 - $122,232.00
Announcement Date: March 5, 2014
Application Deadline: March 26, 2014

JOB INFORMATION

The Economic Development Division Director – International Trade/Public Relations/Research Option is a permanent full-time position with the Alabama Department of Commerce. This position is located in Montgomery. This is highly responsible administrative work involving management of the International Trade, Public Relations, and Research program at the Alabama Department of Commerce. This position provides leadership to the state's trade program, coordination of the research program, and supervision of the public relations activities.

MINIMUM REQUIREMENTS

Applicants must have all of the following to qualify:

- Current, permanent status as an International Trade Manager or Industrial Development Research Supervisor
- Bachelor's degree from an accredited* four-year college or university in economic development, business administration, marketing, political science, industrial engineering, geography, or a related field
- Six years of experience in international trade, public relations, or research to include activities such as developing strategic plans, marketing strategies, and feasibility reports; identifying target markets; researching background information; and preparing grant applications which must include one year of experience as an International Trade Manager or Industrial Development Research Supervisor

NOTES

- A graduate degree in economic development, international relations, international business, or a related field will be allowed to substitute for one year of the required experience but may not substitute for the required one year of experience as an International Trade Manager or Industrial Development Research Supervisor.
- Applicants must possess a valid Alabama driver license and U.S. passport.

EXAMINATION

- **Promotional** to current state employees in the job classifications identified above
- An evaluation of **Training and Experience** as shown on the application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at ***www.personnel.alabama.gov***, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Promotional

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.