

CLASSIFICATION SPECIFICATION

Delaware Manufacturing Extension Partnership (DEMEP) Executive Director

FT/PT Class Code: 3058, 3558 Pay Grade: B/C 26 FLSA: Exempt Rev. 01/06/14

SUMMARY STATEMENT: The incumbent is responsible for the administrative direction, strategy, contract management and operational results for DEMEP. In addition, the incumbent supervises administrative support staff and manufacturing extension partnership specialists to ensure that small- and medium-sized Delaware manufacturers are provided with appropriate technical assistance to develop and improve their operations.

NATURE AND SCOPE:

The class incumbent reports to the Chairperson of the Board of Directors of DEMEP. The incumbent establishes long-term goals for DEMEP and interacts frequently with the DEMEP Board of Directors, Delaware Technical Community College, National Institute of Standards and Technology, Delaware Economic Development Office, and the Delaware State Chamber of Commerce. A significant aspect of this position is to oversee DEMEP's efforts to increase the competitiveness of client manufacturing firms in Delaware.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides the overall direction, strategy, contract management and operational results of DEMEP. Develops and implements an annual business operating plan.
2. Supervises, trains, and evaluates administrative support staff and manufacturing extension partnership specialists (field agents).
3. Assures the quality and consistency of DEMEP's services by developing performance benchmarks and evaluating the operation regularly. Analyzes routine operating practices and procedures to include recordkeeping, workflow, cost reduction, equipment, and supply utilization, etc. to ensure smooth and efficient office operation.
4. Establishes an annual operating budget, maintains financial records, and oversees the procurement and maintenance of continued funding from Federal and State sources.
5. Develops and maintains close relationships with small- to medium-sized manufacturers, DEMEP Board of Directors, Delaware Technical Community College, National Institute of Standards and Technology, Delaware Economic Development Office, and the Delaware State Chamber of Commerce in order to facilitate DEMEP's mission.
6. Implements DEMEP's marketing plan, including providing articles for publications.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles and practices of office management, supervision, planning, organization, and general administration.
- ◇ Knowledge of manufacturing technologies and business practices.
- ◇ Knowledge of relevant State and federal policies, procedures, and regulations regarding manufacturers.
- ◇ Knowledge of budgets.
- ◇ Knowledge of supervision and team building.
- ◇ Knowledge of word processing, database management, spreadsheet, and presentation software.
- ◇ Excellent organizational, interpersonal, and communication skills.
- ◇ Excellent critical and analytical thinking skills.
- ◇ Skill in conducting business and operational assessments.
- ◇ Ability to communicate effectively with business leaders, campus administrators, and the decision makers in the manufacturing community and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and six (6) years of relevant manufacturing management experience to include experience administering a budget; or other equivalent combination of education and experience.