



DIVISIONS  
ENERGY  
GAS AND OIL  
GEOLOGY AND MINERAL RESOURCES  
MINED LAND RECLAMATION  
MINERAL MINING  
MINES  
ADMINISTRATION

# COMMONWEALTH OF VIRGINIA

## *Department of Mines, Minerals and Energy*

Washington Building/8<sup>th</sup> Floor  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 692-3200 FAX (804) 692-3237  
[www.dmme.virginia.gov](http://www.dmme.virginia.gov)  
October 5, 2009

### **RECRUITMENT NOTICE**

**POSITION:** Program Support Manager (Policy & Planning  
Manager I), Position # 00010

**LOCATION:** Richmond, VA

**STARTING SALARY RANGE:** \$40,959 – 84,062

The Department of Mines, Minerals and Energy is seeking a well-qualified individual to coordinate budget development, performance measurement, and external strategic planning processes; and manage the Office of Program Support. This position provides a wide variety of analytical assistance to DMME divisions in the development and evaluation of legislation, regulations, and procedures; and identifies and analyzes mining, mineral, and energy issues as they affect DMME and its customers. This position has been designated as required to file a Statement of Economic Interests in accordance with § 2.2-3114 of the *Code of Virginia*.

**QUALIFICATIONS:** Comprehensive knowledge of state government operations and administrative laws, policies, and procedures; federal and state requirements and policy and procedures governing management of grants and contracts; program formulation, implementation, and evaluation; formulation of regulations and preparation of legislative packages; and the strategic planning process. Considerable knowledge of mineral extraction businesses. Demonstrated executive management capabilities to include knowledge of program planning and evaluation; research and analysis; performance measurement; and assess the affects of regulations, procedures, and legislative proposals. Demonstrated ability to lead comprehensive program areas and to communicate effectively. Graduation from an accredited college or university with course work in business administration, public administration, mathematics, accounting, or finance preferred. Equivalent training and experience may substitute for degree. Extensive experience in the management of complex programs in a like setting.

**TO APPLY:** All applications must be submitted on-line through the Commonwealth of Virginia Recruitment Management System <http://jobs.agencies.virginia.gov>

For additional information: Telephone: (804)692-3215; TTY/TTD (800) 828-1120

**ALL APPLICATIONS MUST BE RECEIVED ON-LINE BY 5:00P.M., FRIDAY,  
October 23, 2009**

**EQUAL OPPORTUNITY EMPLOYER**  
TDD (800) 828-1120 --- Virginia Relay Center