### Wyoming's Highest-Paying, Fastest-Growing Jobs

#### Title
- Chief executives
- Executive secretaries and administrative assistants
- First-line supervisors/Managers of construction trades and extraction workers
- First-line supervisors/Managers of nonretail sales workers
- First-line supervisors/Managers of office and administrative support workers
- First-line supervisors/Managers of production and operating workers
- First-line supervisors/Managers of retail sales workers

#### Basic Description
- Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body.
- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Directly supervise and coordinate activities of construction or extraction workers.
- Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.
- Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties.
- Supervise and coordinate the activities of clerical and administrative support workers.
- Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.
- Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

#### Anticipated Total 2014 Employment
- 588
- 2,539
- 4,126
- 522
- 721
- 2,088
- 1,479
- 4,158

#### Wyoming Number of New Jobs, Projected 2004-2014
- 112
- 437
- 1,361
- 138
- 137
- 308
- 349
- 337

#### Wyoming Estimated Hourly Average Wage
- $47.76
- $17.24
- $22.62
- $19.94
- $27.82
- $19.77
- $27.82
- $16.09

#### Wyoming Estimated Yearly Average Wage
- $99,338
- $35,893
- $47,070
- $41,472
- $41,117
- $47,760
- $57,864
- $33,470

#### Most Common Education/Training Required
- Bachelor's or higher degree, plus work experience
- Work experience in a related occupation
- Work experience in a related occupation
- Work experience in a related occupation
- Work experience in a related occupation
- Work experience in a related occupation
- Work experience in a related occupation
- Work experience in a related occupation

#### Suggested Programs of Study
- Business Administration and Management
- Business/Commerce
- Entrepreneurship/Entrepreneurial Studies
- Public Administration
- Administrative Assistant and Secretary Science
- Executive Assistant
- Medical Administration
- Executive Assistant and Medical Secretary
- Building/Construction Finishing, Site Management
- Building/Construction Finishing, Site Management
- Business Administration and Management
- Business Administration and Management
- Business/Commerce
- Business Administration and Management
- Business/Commerce
- Business Administration, Marketing, and Related Support Services
- General Merchandising, Sales, and Related Marketing Operations
- Special Products Marketing Operations
- Specialized Merchandising, Sales, and Marketing Operations
- Customer Service Management
- Medical/Health Management and Clinical Assistant/Specialist
- Office Management and Supervision
- Operations Management and Supervision
- Business Administration, Marketing, and Related Support Services
- Consumer Merchandising/Relating Management
- E-Commerce/Electronic Commerce
- Retailing and Retail Operations
- Selling Skills and Sales Operations
- Special Products Marketing Operations

#### Is at least one of these programs available in Wyoming?
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes
- Yes

For additional information and resources, go to: [http://www.wyomingworkforce.org/resources/links_career.aspx](http://www.wyomingworkforce.org/resources/links_career.aspx)
### Wyoming's Highest-Paying, Fastest-Growing Jobs

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<th>Title</th>
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<tr>
<td>First-line supervisors/managers of transportation and material-moving machine and vehicle operators</td>
<td>Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.</td>
<td>1,241</td>
<td>$13.03</td>
<td>$26,44</td>
<td>Work experience in a related occupation</td>
<td>Business Administration and Management, Business/Commerce</td>
<td>Yes</td>
</tr>
<tr>
<td>General and operations managers</td>
<td>Plan, direct, or coordinate the operations of companies or public and private sector organizations.</td>
<td>6,894</td>
<td>$28,236</td>
<td>$57,920</td>
<td>Bachelor's or higher degree, plus work experience</td>
<td>Business Administration and Management, Business/Commerce</td>
<td>Yes</td>
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<tr>
<td>Library technicians</td>
<td>Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials, and by answering questions that require only brief consultation of standard reference.</td>
<td>370</td>
<td>$30.04</td>
<td>$62,489</td>
<td>Bachelor's or higher degree, plus work experience</td>
<td>Library Assistant/Technician</td>
<td>Yes</td>
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<tr>
<td>Management analysts</td>
<td>Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.</td>
<td>436</td>
<td>$34.80</td>
<td>$72,375</td>
<td>Bachelor's or higher degree, plus work experience</td>
<td>Business Administration and Management, Business/Commerce</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical and health services managers</td>
<td>Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.</td>
<td>826</td>
<td>$34.60</td>
<td>$72,375</td>
<td>Bachelor's or higher degree, plus work experience</td>
<td>Business Administration and Management, Business/Commerce</td>
<td>Yes</td>
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<tr>
<td>Medical records and health information technicians</td>
<td>Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.</td>
<td>389</td>
<td>$63.78</td>
<td>$110,760</td>
<td>Associate degree</td>
<td>Health Information/Medical Records Technology, Medical Records Coding Specialist/Coder</td>
<td>Yes</td>
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<tr>
<td>Medical secretaries</td>
<td>Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures, duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.</td>
<td>875</td>
<td>$14.75</td>
<td>$30,678</td>
<td>Associate degree</td>
<td>Health Information/Medical Records Technology, Medical Records Coding Specialist/Coder</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical transcriptionists</td>
<td>Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries.</td>
<td>387</td>
<td>$13.03</td>
<td>$27,118</td>
<td>Postsecondary vocational award</td>
<td>Medical Transcription, Medical Transcriptionist</td>
<td>Yes</td>
</tr>
<tr>
<td>Receptists and information clerks</td>
<td>Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.</td>
<td>1,875</td>
<td>$10.48</td>
<td>$21,804</td>
<td>Short-term on-the-job training</td>
<td>General Office Occupations and Clerical Services, Traffic, Customers, and Transportation Clerk</td>
<td>Yes</td>
</tr>
<tr>
<td>Shipping, receiving, and traffic clerks</td>
<td>Verify and keep records on incoming and outgoing shipments. Prepare items for shipment.</td>
<td>1,078</td>
<td>$13.58</td>
<td>$26,236</td>
<td>Short-term on-the-job training</td>
<td>General Office Occupations and Clerical Services, Traffic, Customers, and Transportation Clerk</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*1. Source: doe.state.wy.us/lmi
2. Source: www.wicicinetrust.org
3. Master of Science in Nursing, Master of Science, doctoral degrees

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*“He who wishes to be rich in a day will be hanged in a year.” —Leonardo da Vinci

*“Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved.” —William Jennings Bryan*