



COUNTY OF HUMBOLDT
invites applications for the position of:

Economic Development Specialist

SALARY: \$27.09 - \$34.76 Hourly

OPENING DATE: 06/02/21

CLOSING DATE: 06/23/21 11:59 PM

DEFINITION:

PLEASE NOTE: This recruitment is for an Economic Development Specialist in the County Administrative Office (CAO).

Under general supervision, plans, coordinates, monitors, and provides for the implementation of the County's economic development programs and activities; performs administrative and analytical work related to coordination of public and private economic development resources leading to the enhancement of employment opportunities, housing and public infrastructure; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a skilled administrative and support class that coordinates and prepares economic development programs resulting in projects and employment. Incumbents typically perform the data collection, statistical analysis, program design, and planning coordination, as well as implementation and monitoring of activities for projects and programs.

EXAMPLES OF DUTIES:

- Assists in planning and developing economic development projects and/or programs.
- Recommends analytical techniques for data collection, gathers data; analyzes and interprets data; prepares reports and makes recommendations.
- Assesses community infrastructure, housing and economic needs.
- Identifies sources of funding; works with federal, state and local agencies to secure funding for submitted projects; prepares grant applications and follows specified timelines and procedures to secure funding.
- Administers and approves expenditure of funds.
- Interprets state, federal and local regulations in relation to programs and projects and ensures compliance with them.
- Develops program policies and procedures.
- Develops annual and multi-year economic development plans.
- Assists in planning, developing and organizing local community members, organizations, and governmental agencies to support economic development programs and projects.
- Assists public agencies and the private sector in identifying resources to contribute toward local economic development.
- Prepares periodic and special narrative reports of program activities; prepares statistical and financial reports.

- Renders presentations to community groups and public and private agencies regarding County economic development strategies and activities.
- Designs marketing materials; writes press releases and coordinates with local media.
- Represents the County at various local, state and regional economic development meetings and conferences.
- May participate in the hiring of assigned staff, recommending selection for management approval.
- May train staff in program and County policies and procedures; schedules work and approves leaves.
- May evaluate employee performance, counsel employees and effectively recommend disciplinary action and other personnel decisions.
- Assists in the development and preparation of a Countywide Economic Development Plan and Redevelopment Program.
- May serve as executive director for the Workforce Investment Board.
- May provide strategic leadership on workforce development issues.

QUALIFICATIONS:

Knowledge of:

- Needs assessment techniques, grantsmanship, and budget development.
- Principles, practices and methods used in economic development planning and budgetary analysis.
- State, federal, and local laws and regulations relating to economic development and Community Development Block Grants.
- Sources of funding for economic development, redevelopment and community development projects, programs and activities.
- Business computer applications, particularly as relating to statistical analysis.
- Principles and practices of budget development and analysis.
- Current trends in the field of economic development and workforce development.
- The Workforce Investment Act.

Skill in:

- Collecting, evaluating, and interpreting information and data.
- Preparing applications for funding.
- Preparing comprehensive reports, correspondence and other written materials.
- Interpreting laws, regulations, policies and procedures.
- Representing the County effectively in meetings with other agencies, community groups, and the public.
- Exercising sound judgment within established policy guidelines.
- Coordinating multiple projects and meeting critical deadlines.
- Maintaining accurate files and records.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in urban or regional planning, public or business administration, community development or a closely related field and two years of professional experience in community or economic development or a related field.

WORKING CONDITIONS & ADDITIONAL INFORMATION:

CalPERS Retirement

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

Selection Procedure

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations. A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

Policy of Nondiscrimination

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

How to Apply

A complete, original application must be filed for each position you are interested in applying for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

MEDICAL EXAMINATION: A pre-employment medical examination provided by the County may be required upon offer of employment.

OTHER EXAMINATIONS: Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES: Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD: Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

EMPLOYMENT ELIGIBILITY: It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are

offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

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All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

EEOC:

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825 5th Street, Room 100
Eureka, CA 95501
707-476-2349

Position #21-00136
ECONOMIC DEVELOPMENT SPECIALIST
PS

personnel@co.humboldt.ca.us

Economic Development Specialist Supplemental Questionnaire

- * 1. This position requires driving on behalf of the County of Humboldt. Do you possess a current and valid U.S. driver's license?
- Yes No
- * 2. Please indicate your highest level of education completed:
- High School Diploma or GED
 Some college
 Associate's degree or 2-year equivalent
 Bachelor's degree or 4-year equivalent
 Master's degree or higher
 None of the above
- * 3. Please indicate your years of professional experience in community or economic development or a related field
- None
 Less than 6 months
 6 months - 1 year
 1 - 2 years
 2 - 3 years

- 3 - 5 years
- 5 or more years

- * 4. Explain your understanding of, or past experience with, WIOA (Workforce Innovation and Opportunity Act) initiatives.

- * 5. Explain your understanding of, or past experience with, workforce development programs.

- * 6. Explain your understanding of, or past experience with, metrics for measuring economic prosperity in a community.

- * 7. Explain your understanding of, or past experience with, reporting to boards and committees.

- * Required Question