

COUNTY OF CONTRA COSTA
Department of Human Resources



invites applications for the position of:

**Economic Development Manager -
Exempt**

Bargaining Unit: Management - Mgmt Classes, Classified &
Exempt

An Equal Opportunity Employer

SALARY: \$54.13 - \$72.54 Hourly
\$4,330.66 - \$5,803.50 Biweekly
\$9,383.10 - \$12,574.25 Monthly
\$112,597.20 - \$150,891.00 Annually

DEPARTMENT: Conservation and Development

OPENING DATE: 03/07/22

CLOSING DATE: 03/21/22 11:59 PM

THE POSITION:

Bargaining Unit: Management - Mgmt Classes, Classified & Exempt

Why join the Contra Costa Department of Conservation and Development?

The Department of Conservation and Development (DCD) is seeking to fill one Economic Development Manager – Exempt vacancy. The selected candidate will develop, plan, organize and direct the activities and operations of the County's Economic Development Program including business retention, expansion, attraction, and creation efforts to improve the economic well-being of the County and its residents, with primary focus on unincorporated areas. As well as, coordinate assigned activities with other divisions, departments, outside agencies and the general public.

DCD's leadership team is composed of a Director, and within DCD there are three (3) divisions under a Deputy Director: 1) Current Planning; 2) Policy Planning and 3) Building Inspection Services. Additionally, there are 2 working sections: 1) the Housing/CDBG/Federal Programs/Economic Development Section under an Assistant Deputy Director and 2) the Business Operations Section which provides administrative and support services to the Department under the Land Information Business Operations Manager. DCD's main facility and the County's Application and Permit Center is located in Martinez, CA. DCD also has a satellite office in Lafayette serving the Lafayette, Orinda, and Moraga communities. DCD has a total staffing of approximately 191 positions serving the entire County of Contra Costa.

We are looking for someone who is:

- **Ethical.** You will be a trusted liaison to businesses and cities
- **Customer service oriented.** You will have a significant role in building a coalition of local governments and other stakeholders to create a new framework for regional cooperation

- **Responsive.** You will build relationships with multiple stakeholders that will count on you for guidance
- **Flexible!** You should be willing to adjust or change course as needed to meet goals
- **A subject-matter expert.** You should serve as a resource for your team and the department
- **Collegial.** You will have a shared responsibility for delivering results on your team
- **Dynamic.** You will need to maintain a positive attitude amid change

What you will typically be responsible for:

- Advising the DCD Director, Executive Team and the County Board of Supervisors on matters and issues related to economic development and related policies, initiatives, and procedures
- Developing, leading, and/or participating in multi-department collaborations related to economic development
- Representing the County at public meetings and events
- Providing leadership to build consensus and effectively implement the County's economic development initiatives
- Conducting research and analyzing data
- Writing effective staff reports and internal documents to support economic development goals
- Giving useful, dynamic presentations to a variety of groups, from elected officials to appointed boards to community organizations
- Quickly adapting recommendations to changing conditions

A few reasons you might love this job:

- You will experience a broader landscape with county-level work than just one city or agency
- You will have the opportunity to meet and connect with a wide variety of officials
- You will be a part of a fun, hardworking group
- You will do meaningful work to support economic growth for a region
- You will have the ability to shape policy

A few challenges you might face in this job:

- You will be a part of a very large organization with bureaucratic procedures
- There is no clear authority to implement countywide directives
- You may need to turn down funding requests
- You will need to take time to get to know all the stakeholders
- You may need to pivot to COVID-19 economic recovery quickly

Competencies Required:

- **Professional & Technical Expertise:** Applying technical subject matter to the job
- **Project Management:** Ensuring that projects are on-time, on-budget, and achieve their objectives
- **Legal & Regulatory Navigation:** Understanding, interpreting, and ensuring compliance with laws and regulations
- **Leadership:** Guiding and encouraging others to accomplish a common goal
- **Strategic Thinking & Perspective:** Evaluating immediate actions in context of achieving long range objective
- **Industry Monitoring:** Grasping the external political, economic, competitive, and social factors affecting the industry
- **Using Technology:** Working with electronic hardware and software applications
- **Displaying Ownership and Accountability:** Holding self and others accountable for measurable high-quality, timely, and cost-effective results

- **Political & Organizational Savvy:** Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- **Oral Communication:** Engaging effectively in dialogue
- **Presentation Skill:** Formally delivering information to groups
- **Writing:** Communicating effectively in writing
- **Building & Maintaining Relationships:** Establishing rapport and maintaining mutually productive relationships

To read the complete job description, please visit the website, www.cccounty.us/hr

The eligible list established from this recruitment may be used to fill future openings for up to six (6) months.

TYPICAL TASKS:

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California motor vehicle operator's license as required to perform the essential job functions of the position. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Bachelor's degree from an accredited college or university which directly relates to the knowledge and abilities listed; typically business administration or public administration, planning, economics, community or economic development, finance, and/or other related courses.

Experience: Six (6) years of full time experience, two (2) years of which must be in a managerial capacity, performing economic development, urban or regional planning, or real estate development.

SELECTION PROCESS:

This is an exempt recruitment, which means candidates are not guaranteed an interview. Only the most qualified candidates will be invited to a hiring interview. Candidates invited to the interview may be asked questions in areas such as training and experience relevant to the position, and the knowledge of and ability to apply legal principles. References will be required.

COVID-19 Vaccine Requirements

Contra Costa County enacted a mandatory COVID-19 vaccine requirement for employees. Proof of full vaccination will be required of all employees, including new hires. The policy requirements can be found here: <https://www.contracosta.ca.gov/DocumentCenter/View/72164/2021824-Mandatory-Vaccination-Policy-PDF?bidId=>

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any

evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. 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.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Position #5AH6-2022A
ECONOMIC DEVELOPMENT MANAGER - EXEMPT
MM

jobs@hrd.cccounty.us

Economic Development Manager - Exempt Supplemental Questionnaire

- * 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for this position and to assist the HR staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."
 I Understand
- * 2. Do you currently possess a Bachelor's degree from an accredited college or university which directly relates to the knowledge and abilities listed; typically business administration or public administration, planning, economics, community or economic development, finance, and/or other related courses?
 Yes
 No
- * 3. Do you currently possess six (6) years of full time experience, two (2) years of which must be in a managerial capacity, performing economic development, urban or regional planning, or real estate development?
 Yes
 No
- * 4. If you answered "yes" to the above question (question #3), please describe your experience performing economic development, urban or regional planning, or real estate development, including any managerial experience.

- * 5. Describe your experience leading and managing a comprehensive economic development program. Include in your response, your role and responsibilities, the program(s) led, and the number of staff supervised, their positions, and responsibilities.

- * 6. Describe your experience handling a difficult political situation involving Executive Management or governing body, such as a Board or City Council, which you have encountered. Include in your response, your role, how you were involved, and how you resolved the issue.

- * 7. Describe your experience facilitating major progressive changes within your organization, including work flow, reorganization, etc. Include in your response, how you overcame possible resistance from your managers and staff and the final outcome of the change.

- * 8. By checking this box, I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process, or released from future employment with Contra Costa County.

I Agree

* Required Question