



# Economic Development Manager

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## THE COUNTY

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Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to the San Joaquin River.

With a population numbering just over 1 million, Contra Costa is among the top ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing local population and the presence of relatively high-wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development.

Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within easy driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, California State University East Bay, University of San Francisco and University of the Pacific. One of California's best community college systems is also located in Contra Costa.

**To learn more about our dynamic County, visit  
<http://www.co.contra-costa.ca.us/>.**

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## COUNTY GOVERNMENT

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Contra Costa County was created in 1850 as one of 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez.

Contra Costa is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the Board and County staff on issues



and policy. The County Administrator is responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 25 County Departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has just shy of 10,000 employees and a total FY2017/18 budget of \$3.5 billion with a General Fund budget of \$1.56 billion.

### **MISSION STATEMENT**

***Contra Costa County is dedicated to providing public services which improve the quality of life of our residents and the economic viability of our businesses.***

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## DEPARTMENT

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The Conservation and Development Department is a consolidation of the former Community Development Department and the Building Inspection Department. As a result, the Conservation and Development Department is responsible for facilitating orderly land use and development consistent with the County General Plan; administering and enforcing the Building Code; and coordinating the following land use programs: planning, zoning, building inspection, plan check and engineering services, economic development, transportation planning, water policy and ship channel planning, housing policy and grants/bonds, community development grants, weatherization services, solid waste and recycling, habitat and natural resources conservation and code enforcement.

The Conservation and Development Department is comprised of 168 FTEs with a FY 2017-18 operating budget of \$32.9 million.

The Economic Development Manager position was established to provide dedicated leadership focused on planning, growing and directing the County's Economic Development Program. Among the various economic development activities the





Manager will carry out is the existing flagship program, the Northern Waterfront Economic Development Initiative – an effort to revitalize a 55-mile stretch of shoreline extending from Hercules to Oakley. The Manager will have a significant role in **the** coalition of local governments and other stakeholders to create a new framework for regional cooperation with a clear focus and objective of enhancing the Northern Waterfront as a competitive location for advanced manufacturing and other businesses that could provide well-paying jobs to the local workforce.

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## THE IDEAL CANDIDATE

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The County is seeking a self-directed individual who is passionate about the role of economic development in enhancing the quality of life for our community. This visionary candidate will recognize the importance and positive impact of business development on improving the local economy and generating jobs, thus affecting the well being of the County and its residents. As an acknowledged specialist in the field of economic development, the successful candidate will rely on broad experience in revitalization efforts and a proven record of performance to identify projects intended to boost the area's financial sustainability. The Economic Development Manager, an independent thinker who requires minimal direction, will have the ability to assess requirements related to business retention, expansion and attraction and develop achievable goals. Creation of an economic development strategic plan and program will be a significant assignment, and among the first responsibilities, for the newly hired Manager to lead. This document is expected to outline strategies and activities intended to augment the tax base, retain businesses and create jobs in the County, therefore serving as a guide for future activities. As stated previously, the successful candidate will help lead the County's flagship program, the Northern Waterfront Economic Development Initiative.

Although primarily focused on the County's unincorporated areas, the Manager will also support the work of the County's cities through coordination of regional economic development approaches and connecting with local and regional agencies. This responsibility requires the skills of an individual who enjoys engaging with others and gains trust through collaboration. Serving as the County's liaison to businesses and cities, this leader advocates for economic development opportunities by reaching out to organizations in business and other sectors of the community to provide information, identify needs and build trust. With a strong foundation in business development, finance, and marketing, the Manager will develop credibility quickly

and leverage programs currently in place. Consequently, he/she will develop a reputation as a value-added partner contributing to current programs and establishing new ones. Colleagues in the County will appreciate the Manager's action orientation – a person with the organizational skills to ensure work plan commitments are met, and staff and resources are coordinated to deliver results.

Success in the position requires political astuteness and the selected candidate will have an intuitive understanding of people and nuances. The Manager will navigate sensitive issues in a manner that is truthful, straightforward and diplomatic. Possessing persuasive communication skills, this leader will welcome the opportunity to work directly with high-level decision makers throughout the County. Additional qualities required include the ability to research, interpret complex data and present information to diverse audiences, from legislative bodies to community groups to potential investors.

Other key assignments include securing and administering funding for economic development **projects** through grants, and evaluating and negotiating financial agreements related to the annexation process. Knowledgeable on the County's permitting process, the Manager will help job-generating projects navigate the regulatory process by serving as an information resource, connecting proponents to appropriate staff for rapid resolutions to issues and looking for and providing advice on streamlining opportunities. The successful candidate will also facilitate communications through the maintenance of a user-friendly and updated website.

Qualifications for this position include:

**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.

A to-be-selected planning staff person, as well as clerical, Geographic Information Systems, Information Technology and other technical and administrative support, will assist the Manager in the economic development duties of the section.

## COMPENSATION AND BENEFITS

The County provides an attractive compensation package that includes a competitive salary of up to \$132,775 annually, along with the following benefits:

**Retirement** – The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on age at date of hire with the County or another employer with a reciprocal retirement system.

**Social Security** – the County participates in Social Security and Medicare.

**Medical Insurance** – A variety of medical and dental plans are offered.

**Life Insurance** – County program is provided, employee may subscribe to a voluntary supplemental program.

**Long Term Disability** – County paid program available.

**Vacation Leave** – Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.

**Sick Leave** – Monthly accrual is 8 hours.

**Annual Management Administrative Leave** – 94 non-accrualable leave hours are credited each January 1st (prorated for those hired after January 1st).

**Personal Holiday Credit** – Accrual of 2 hours each month, up to 40 hours.

**Holidays** – 10 holidays per year.

**Professional Development Reimbursement** – Eligible for reimbursement of \$625 each 2-year period for qualifying expenses.

**Deferred Compensation Plan** – County contributes \$85, plus an additional \$150, per month upon qualifying employee contributions.



## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight, Sunday, October 1, 2017**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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TERI BLACK & COMPANY, LLC

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be expected to participate in panel interviews in **November 2017**. A selection is anticipated in **late November/early December 2017** following the completion of extensive background and reference checks and compensation negotiations. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.



PHOTO BY KRISTIN MCCLEERY

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

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.