



COUNTY OF MONTEREY
invites applications for the position of:

Economic Development Manager

An Equal Opportunity Employer & a Drug-Free Workplace

SALARY: \$52.78 - \$72.08 Hourly
\$9,148.53 - \$12,493.87 Monthly
\$109,782.40 - \$149,926.40 Annually

OPENING DATE: 04/19/21

CLOSING DATE: 06/04/21 11:59 PM

POSITION DESCRIPTION:



Final Filing Date: Friday, June 04, 2021

Exam: 21/14M12/04GR

The County of Monterey is seeking to fill the newly created position of Economic Development Manager. As a member of the County Administrative Office, this manager will lead the Economic Development Management team.

The Position and Ideal Candidate

The Economic Development Manager is responsible for developing and recommending overall economic development policies. This innovative leader will coordinate activities with other agencies that promote financial health on a Countywide basis, while fostering opportunities for economic development programs. Duties include creating economic opportunity, providing analysis of proposals, overseeing implementation of programs and providing expertise to County departments and the business community.

Working closely with County officials and departments, this innovative leader will build and maintain strong relationships with the community, labor groups and businesses. As an effective communicator, the Economic Development Manager will engage the community, presenting information to the Board of Supervisors; as well as representing the County at meetings with the business community and the public. This manager will act under the direction of senior management within County Administration.

The ideal candidate will have a solid background in federal and state economic development programs and financing methods and will serve as a resource to other departments and to the economic development community. They will be discerning in their review of proposals and contracts for economic feasibility, in their research and preparation of complex grant and funding applications. The Economic Development Manager will be well experienced in contract negotiation and administration, as well as preparation and oversight of program budgets. This very public, community-minded Manager will perform many public relations activities and may serve on various boards and committees.

About Monterey County

Monterey County encompasses some of California's most stunning scenery and offers an ideal year-round Mediterranean climate. Miles of beautiful beaches, spectacular mountain ranges,

groves of redwoods, low-rolling foothills, and scenic valleys are characteristics that contribute to the quality of life enjoyed by over 400,000 residents and more than three million tourists who visit the area year-round. Monterey County boasts world-renowned attractions such as the spectacular Big Sur Coast, Monterey Bay Aquarium, Cannery Row, and National Steinbeck Center. It is also home to many world-famous golf courses, including Pebble Beach, Spanish Bay, Spyglass, and Poppy Hills.

The County hosts numerous acclaimed events including Car Week, the Monterey Jazz Festival, the Big Sur International Marathon, and the California Rodeo in Salinas. Encompassing a total land area of 3,324 square miles, Monterey County is the 16th largest of California's 58 counties and has an economy based largely on agriculture and tourism. The Salinas Valley, known as the "salad bowl of the nation," is abundant with lush produce fields and thriving vineyards. There are also several major educational institutions, including California State University of Monterey Bay, Middlebury Institute of International Studies at Monterey, Defense Language Institute Foreign Language Center, Naval Postgraduate School, Monterey Peninsula College, and Hartnell College in Salinas.

The mission of Monterey County is to excel at providing quality services for the benefit of all Monterey County residents, while developing, maintaining, and enhancing the resources of the area. As a values-based learning organization, our focus is to continually improve County systems, processes, and management practices through an environment of empowerment and innovation.

Monterey County Government

Monterey County has 25 departments with approximately 5,402 employees and a budget of approximately \$1.6 billion. This is a general law county and the governing body is the Board of Supervisors, which is comprised of an elected representative from each of the five supervisorial districts in the County. The County Seat is in Salinas at the Government Center-Courthouse campus, with many department offices located in a variety of other locations throughout the County.

EXAMPLES OF DUTIES:

The ideal candidate will possess the following characteristics:

- Innovative and forward-thinking
- Strong leadership abilities
- Strategic thinker (ability to visualize big picture)
- Honesty, integrity, and transparency
- Ability to build relationships and create a team
- Ability to create opportunities
- Exceptional communication skills (written and oral)
- Self-motivated, and takes initiative
- Technical and technological skills

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:

The candidate selected for this position will bring a combination of training, education and experience which provides the knowledge, skills and abilities demonstrating qualifications required for the position. A typical way to acquire these requirements might be:

Three (3) years of broad and progressively responsible professional level experience in economic development or a closely related field and at least one (1) year of experience in the public sector at the supervisory and/or management level, as well as graduation from an accredited college or university with a Bachelor's degree in economics, business or public administration, finance or a closely related field.

ADDITIONAL INFORMATION:

Conditions of Employment Include:

Possession of a valid California Class C Driver's License or the employee must be able to provide suitable transportation, which is approved by the appointing authority.

Benefits:

Monterey County offers an excellent benefits package. To view the "**Unit X - Safety and Non-Safety Management**" Benefit Summary Sheet, please visit our website by clicking [HERE](#). This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevail over this listing.

Notes:

Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly and you will not be eligible for the benefits listed in the summary.

To view the employment opportunity brochure, click here: [Economic Development Manager](#)

Application and Selection Procedures

Apply On-Line!

Our website: www.co.monterey.ca.us/personnel

Applications may also be obtained from and submitted to:

Monterey County, Human Resources Department
Attn: Ginger Ramirez, Associate Human Resources Analyst
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901

Email: ramirezgb@co.monterey.ca.us | Phone: 831-759-6723

To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**
- **Resume**

Applicants who fail to provide all required materials by the application filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the examination process.

EQUAL OPPORTUNITY

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

Monterey County provides reasonable accommodations for the disabled. If you believe you possess a disability that would require test accommodation, please call the Human Resources

Analyst at (831) 759-6723.

The eligible list established by this recruitment may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #21/14M12/04GR
ECONOMIC DEVELOPMENT MANAGER
GR

Economic Development Manager Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your application incomplete. However, you may submit a resume for review in addition to your application and the response to the supplemental questions. I have read and understand these instructions.
☐ Yes ☐ No
- * 2. Please describe your leadership and management experience in the field of economic development. Include in your response, program management, contract administration, and grant administration. Specify experience with federal and state economic development programs and financing methods.
- * 3. What do you consider to be the three most significant economic development challenges facing local governments over the next five years?
- * 4. Please describe your experience and ability to consult, maintain, collaborate, and communicate with executive management, public officials, departments and staff, State/federal agencies, and/or external organizations regarding urgent issues, and system policies and practices.
- * Required Question