

County of Humboldt Job Specification
ECONOMIC DEVELOPMENT DIRECTOR
Classification 0662
FLSA: Exempt



DEFINITION

Under the general direction of the County Administrative Officer, develops, organizes, and manages a broad range of economic development strategies and collaborative efforts to develop economic growth within the region; assumes major responsibility for planning and administering economic development programs; interacts with the Board of Supervisors, department heads, legislators, and a variety of economic development partners across the county and state; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Administrative Officer. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a division director classification responsible for planning, organizing, reviewing, and evaluating a broad range of economic development programs and manages the day-to-day operations of the Economic Development Office. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Develops and implements goals, objectives, policies, procedures, and work standards for the Economic Development Office.
- Plans, organizes, directs, and evaluates economic development programs and activities to ensure the provision of effective and efficient services to the community.
- Develops and carries out economic development initiatives consistent with countywide strategic and economic development goals established by the Board of Supervisors.
- Selects, trains, develops, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; makes discipline recommendations; responds to staff questions and concerns.

- Prepares and administers budgets; assists with forecasting additional funds needed for staffing, equipment, and supplies; monitors and approves expenditures.
- Ensures compliance with division, department, and County policies and procedures, and applicable local, state, and federal laws and regulations.
- Directs, reviews, and conducts studies to analyze and evaluate program performance, needs, and resources; monitors changes in laws, regulations, and technology; researches and recommends policy and procedural changes and implements changes as directed.
- Establishes strong working partnerships and serves as a liaison with business and property owners, investors, commercial brokers and developers, and state and local economic development officials to represent and promote the county's interests, maximize opportunities, and facilitate economic development in Humboldt County.
- Negotiates and manages complex financial arrangements associated with real estate development.
- Facilitates development projects within the County and provides specialized administrative support for grant applications and the oversight of funds and program activities.
- Conducts independent research and market and data analysis to monitor trends and inform and direct business development and attraction efforts; ensures continual reviews of data sources for market/company intelligence and improves lead generation effectiveness.
- Develops proposals by aligning value proposition across multiple dimensions to a business's unique needs/concerns in compelling and creative ways.
- Develops and promote distinct and coordinated services and incentive-based packages to attract developers and encourage a business-friendly environment.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of community and economic development, business recruitment, expansion and retention; tourism; small business administration and similar loan programs; and demographic research and analysis of market conditions and public relations.
- Research and data analysis methods.
- Local, regional, state, and federal economic development dynamics, resources, needs, and strengths and weaknesses, including tax and incentive structures, financing tools, utilities,

transportation, community services, and the roles of public and private agencies in the development process.

- Customized proposal development.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Principles and practices of budget, grants, and contract preparation and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, direct, and coordinate the work of professional and administrative support staff personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, visualize and present data for both qualitative and quantitative content, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Prepare, negotiate, and administer budgets, grants, and contracts.
- Prepare clear and complete reports and other written correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within legal, general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, community development, urban or regional planning, or a related field

and

Eight (8) years of increasingly responsible professional experience in community or economic development, including three (3) years of supervisory or management experience.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).