INVITES APPLICATIONS FOR THE POSITION OF ECONOMIC DEVELOPMENT DIRECTOR
THE COMMUNITY

You are invited to apply for the position of Economic Development Director in Humboldt County, California, located in the heart of northern California's majestic coastal redwood region. Humboldt has natural amenities that are unmatched, including a temperate climate, clean, abundant water, and breathtaking landscapes. The USDA rated Humboldt as the most scenic rural county in America. The Redwood Coast is a paradise for many outdoor activities including hiking, backpacking, fishing, river rafting, kayaking, golf, surfing and more. The county’s 2 million acres include the Pacific coastline, several rivers and lakes, hundreds of streams, as well as county, state and national parks, beaches and campgrounds. Humboldt State University and College of the Redwoods provide excellent educational opportunities, as well as entertainment and culturally enriching activities. Eureka, the county seat, is located 275 miles north of San Francisco and overlooks the historic Humboldt Bay. Humboldt County is an ideal area for individuals and families who seek outdoor adventures, organic farm-to-table restaurants, diverse art and music events, festivals, or a relaxed pace of life. With a total population of less than 200,000 people, and seven incorporated cities, moderately-priced housing, mild weather year round, a fascinating history, and an active creative arts scene, Humboldt County offers the best of community living without the stress and burdens of the more urbanized areas of California.

THE ORGANIZATION

The Economic Development Division was formed to support existing and potential businesses, workforce development, and the creation of private-sector jobs. The division is contained within the management structure of the County Administrative Office (CAO) and its annual budget for Fiscal Year 2018-19 is $3 million. The Economic Development Director collaborates and communicates with the CAO, the Department of Planning and Building, the business community and local jurisdictions for the purpose of promoting Humboldt County for business retention and attraction. Additionally, the Economic Development Director directly manages the Headwaters Fund and Workforce Investment staff and budgets.

THE POSITION

Under general direction of the County Administrative Officer, the Economic Development Director focuses on the retention and expansion of existing companies, attracting new business by targeting key industry sectors and clusters through the continuous development, refinement and strengthening of successful economic development strategies. This is a managerial class position with responsibility for developing, organizing, and managing a broad range of economic development strategies and collaborative efforts to develop economic growth within the region. The incumbent will assume major responsibility for planning and administering economic development programs and will have regular interaction with the Board of Supervisors, CAO, department heads and staff, legislators, and a variety of economic development partners across the county and state.
THE POSITION (Continued)

The position requires accomplishing departmental goals and objectives, supervising staff, and directing the day-to-day operations and activities of the Economic Development Division. The Economic Development Director will be a progressive, responsive and business-oriented professional that provides exceptional leadership and expertise in the management and oversight of economic development operations and programs.

A key priority in this role is the need to develop and implement a Strategic Plan focused on an innovative and collaborative approach to retain/attract businesses, create opportunities for job growth and focus on economic opportunities to promote the qualities of Humboldt County. As a rural county with limited financial resources, inter-jurisdictional cooperation and collaboration to promote and incentivize economic development activities will be an essential part of the plan.

The new Director will provide a participative, collaborative and team oriented leadership style that empowers, values and utilizes the expertise of the division’s staff. An engaging interpersonal style based on fostering and maintaining relationships is essential to connect with the various partners and working groups engaged in economic development and workforce initiatives. This requires the ability to effectively partner with and address the diversity of personalities and community needs throughout Humboldt County.

Additionally, the incumbent will provide oversight of the Headwaters Fund, which is unique in that it is a public fund for the advancement of economic and community development in Humboldt County. Established in 2002 after the sale of a 3000-acre, old-growth grove known as Headwaters Grove, to the state and federal governments, this landmark acquisition preserved internationally significant forest habitat but also removed significant timber resources from Humboldt County’s economy. The Headwaters Fund has a seven-member community Board that reviews and recommends policies and projects to the Humboldt County Board of Supervisors. Policies and projects are derived from direct financing of businesses, grant funds to benefit base industries and financing of infrastructure for business development.

THE IDEAL CANDIDATE

The ideal candidate will have the knowledge and expertise to pursue economic development activities and utilize available resources to promote Humboldt County on a regional, state, national and international scale. A forward and innovative thinker and proactive communicator with experience managing economic development and workforce initiatives, projects and programs is expected. The Director will offer a fresh perspective and provide a sense of energy and enthusiasm to the environment. The successful candidate will have excellent administration skills, especially in the areas of finance, budget and personnel management, along with technological prowess in enhancing productivity, innovation and efficiency.

This position requires 8 or more years of supervisory or administrative experience in business and economic development in a community development, economic development, redevelopment, real estate, business financing or related field. Additionally, a 4-year or preferably an advanced degree in business or public administration, marketing, economics, political science, community and regional planning or a closely related field. Lastly, the ideal candidate will have experience and knowledge in municipal zoning, infrastructure, planning processes, real estate, public-private partnerships and project management.

Other Requirements:

- Must possess a valid CA driver’s license.
- Desirable education and experience: An advanced degree in business or public administration, marketing, economics, political science, community and regional planning or a closely related field; 8 years of increasing supervisory or administrative responsibility; experience in business and economic development which has included community development, economic development, redevelopment, real estate, business financing, or a related field.
COMPENSATION AND BENEFITS

The County of Humboldt offers a competitive salary and an excellent benefits package.

SALARY: $7,209.66 - $9,251.62 monthly/$86,515.92 - $111,019.44 annually

MEDICAL/DENTAL/VISION INSURANCE: The County of Humboldt participates in the CalPERS health insurance program, providing several options for employees. The county pays nearly all of the employee premium and a portion of dependent coverage, and provides premium-free dental and vision plans for the employee and their family.

VACATION: Full-time employees earn 12 days per year (one day after one month of employment); three weeks after three years; four weeks after 10 years; five weeks after 15 years; and six weeks after 20 years. Part-time employees earn vacation on a pro-rated basis.

HOLIDAYS: 15 paid days per year (includes 3 personal holidays).

SICK LEAVE: 12 days per year, unlimited accumulation.

ADMINISTRATIVE LEAVE: 10 paid days per fiscal year.

SPECIAL LEAVES: Leaves of absence with pay for illness or death in the employee’s immediate family may be approved.

LIFE INSURANCE: $20,000 in life insurance paid by county with employee option to purchase up to $500,000.

LONGEVITY: 5% salary increase upon completion of 10 consecutive years of county service with an additional 5% salary increase upon completion of 20 consecutive years.

VACATION CONVERSION: Annual conversion of up to 20 days of vacation to cash, or as a contribution to a deferred compensation plan.

EDUCATION EXPENSES: The county offers an educational reimbursement program for tuition fees and the cost of books (up to a maximum per year) for job-related courses.

DEFERRED COMPENSATION: A voluntary employee-paid deferred compensation plan is available.

EMPLOYEE ASSISTANCE PROGRAM: County-paid counseling services provided for employees and dependents.

TO APPLY:

A County of Humboldt application is required for this position. Candidates considered to be the most qualified based on the application materials submitted will be invited to interview.

Applications may be completed online at https://humboldtgov.org/HR/jobs

Questions regarding the selection process should be directed to:

Human Resources
Humboldt County HR
825 Fifth Street, Room 100
Eureka, CA  95501
Phone (707) 476-2349
Personnel@co.humboldt.ca.us

FILING DEADLINE:
August 23, 2018

INTERVIEW DATE:
Week of September 10, 2018