VENTURA COUNTY, COUNTY EXECUTIVE OFFICE INVITES APPLICATIONS FOR:

Economic Vitality Manager
1642CEO-20AA (MM)

An Equal Opportunity Employer

POSITION INFORMATION

County of Ventura invites applications for

**Economic Vitality Manager**

**What We Offer**

The County of Ventura offers an attractive compensation and benefits package. Aside from our base salary range, an employee within this position will also be eligible for the following:

- **A general salary increase** of 2.5% effective December 27, 2020
- **A market-based adjustment** of 3.8% effective January 10, 2021.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, or 5% for completion of a graduate degree.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year. A candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Flexible Credit Allowance** - This is a bi-weekly amount available to Regular employees for the purpose of purchasing medical, dental, and/or vision insurance from a group of authorized plans. Employees may also participate in the Flexible Spending Accounts which increase their spending power by reimbursing them with pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** – Participation in the County's defined pension plan.
- **Bilingual Incentive** - This position is eligible for a bilingual incentive depending upon operational need and certification of skill. This may be $0.65 per hour (Level I), $0.80 per hour (Level II), or $1.10 per hour (Level III).
- **Holidays** - 11 paid days per year in addition to an annual floating holiday.

**What We Are Looking For**

Under direction of the Deputy Executive Officer, the Economic Vitality Manager interfaces with community partners such as business leaders, education officials, elected officials, and entrepreneurial groups in support of regional economic vitality. This position also interfaces with County Executives and multi-disciplinary teams of managers, professionals, and technical staff in coordinating disaster recovery and resiliency efforts, strategic planning, process improvements and encouraging a culture of service excellence in all County Agencies and Departments.

This management position is distinguished from departmental managers by community engagement and support of county-wide economic vitality, disaster recovery and resiliency, strategic planning, the assignment of county-wide change management, the specialized use of Lean Six Sigma methodology; and by regular interface with all levels of the County organization and external organizations including Executive Management and elected officials.

The ideal candidate will be a hands-on, agile, highly motivated, innovative thinking and politically astute, professional with strong organizational skills and the ability to manage multiple projects concurrently while empowering diverse teams of front line staff, executives and elected officials. The incumbent will also possess excellent interpersonal and communication skills with the ability to address systems' change and community engagement with tact and poise.

Agency/Department: County Executive Office

Payroll Title: Program Management Analyst

The eligible list established from this recruitment will be used to fill this position only. This position is eligible for Management Benefits at the MB3 level.

**OPENING DATE:** February 14, 2020  
**CLOSING DATE:** Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

**Examples Of Duties:**

Duties may include, but are not limited to the following:

- Establishes and maintains effective relationships with staff across all County agencies including front line staff, Executive Management, elected officials, as well as community partners and business leaders at all levels of government in the Ventura County community.
- Makes frequent public presentations to large audiences, the Board of Supervisors, and teaches County - developed Lean Six Sigma training as well as other assigned courses.
- Represents the County on matters concerning regional economic vitality improvement efforts and establishes and maintains effective relationships with community groups, other government agencies, and local business leaders in this field.
- Works with educational institutions, business and other community organizations to coordinate workforce development opportunities and implement actions in support of the County’s economic vitality strategic plan.
- Establishes and maintains contact with County Executives and multi-disciplinary teams of managers, professionals and technical staff to conduct strategic planning and to deploy process improvements within their agencies.
- Provides leadership and support to maintain the momentum of county-wide improvements and in meeting the goals of the Service Excellence Council.
- Coordinates disaster recovery activities in cooperation with County, State, and Federal agencies, as well as community partners including efforts to improve preparedness, resiliency, and the monitoring and reporting of related improvement plans.
- Provides leadership by actively engaging in the development of, i.e., coaching, mentoring, teaching County Green Belt practitioners and managers.
- Facilitates assisted process improvement events.
- Works with Information Technology Services and related vendors to maintain and improve program related websites, SharePoint sites, databases, and social media tools.
- Ensures records of employee Lean Six Sigma training, county improvements, strategic plan metrics, recovery activities, and economic vitality goals are kept current and provides analysis and reporting on a regular basis.
- Maintains up to date knowledge of industry trends, tools and standards to promote economic vitality, process improvement, strategic planning, and disaster recovery and resiliency.
- Acts as the County Permit Navigator, promoting a user-friendly permitting process, supporting improvements to permitting processes, and acting as a mediator for permitting issues.
- Performs other duties as assigned.

**TYPICAL QUALIFICATIONS**

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

**EDUCATION, TRAINING, AND EXPERIENCE**

Considerable experience in economic development/vitality, workforce development, or a related field. The required knowledge, skills, and abilities can also be obtained by completion of a Bachelor's degree in Public Administration, Business Administration, or a closely related field with five (5) or more years of experience. Experience must include at least three (3) years of program management experience and/or three (3) years of supervisory experience.

**HIGHLY DESIRED**

- A graduate degree
- Strong demonstrated skills providing public presentations, training, and leading group activities
- Current knowledge of County or City permitting processes and challenges
- Current knowledge of Lean Six Sigma or comparable process improvement system
- Experience assessing department or organizational needs and developing process improvement programs
- Experience supporting disaster recovery and resiliency
- Experience coaching and mentoring staff and colleagues
- Project management experience
- Competence with Microsoft Word, Excel, PowerPoint, and Minitab or similar statistical analysis tool

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of economic development/vitality functions, and program operations. Awareness of related program areas such as permitting, workforce development, and community development. Ability to track multiple projects concurrently, collect metrics, analyze, summarize and present results.

- Comprehensive ability to guide front line staff, executives, and elected officials in leading organizational change; develop and implement procedures, prepare comprehensive written reports and recommendations; communicate effectively both orally and in writing including conducting oral presentations concerning a variety of complex topics.
- Ability to seek understanding, demonstrate empathy, and develop trust in the role of advisor, coach and liaison. Ability to facilitate group interactions and manage differing personalities and opinions in a productive way that leads to group cohesion and a focus on solutions. Ability to quickly shift priorities and focus from one priority to another in a fluid environment while maintaining a positive mindset.
- Work to independently with effective time management to meet deadlines and communicate effectively if problems arise.

**Supplemental Information:**

Work is performed primarily in an office environment, but incumbents may be required to visit various County departments/agencies on a regular basis and meet oftentimes with business and community leaders, staff of other governmental organizations, and the public.

**RECRUITMENT PROCESS**

**FINAL FILING DATE:** This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 PM on the closing date.

To apply on-line refer to web site: www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5229 for application materials submit them to County of Ventura Human Resources, 800 S. Victoria Avenue, L-1970, Ventura, CA 93009.

**NOTE:** If presently permanently employed in another “merit” or “civil service” public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a “merit” or “civil service” style examination, then appointment by “Lateral Transfer” may be possible. If interested, please click here (Download PDF reader) for additional information.

**Note to Applicants:** It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/them may not be submitted in lieu of the application.

**APPLICATION EVALUATION - qualifying:** All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue in the next step in the screening and selection process.

**SUPPLEMENTAL QUESTIONNAIRE - qualifying:** All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant’s qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

**NOTE:** Only those applicants whose work history experience support supplemental question responses, and closely match the pre-established criteria that best meets the needs of the department, will be invited to proceed in the examination process. Experience in all of the related supplemental questions are not required.

**TRAINING & EXPERIENCE EVALUATION**

A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

**NOTE:** The selection process will likely consist of an Oral/Practical Exam, which may be preceded or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence.

**ORAL/PRactical EXAMINATION - 100%**: A job-related oral examination will be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. This examination will consist of a brief oral presentation prepared by the...
invited candidate to present to the panel raters. Information on the selected topic will be provided to invited candidates prior to the examination. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information regarding this recruitment, please call Monika Maine at (805) 654-2629 or e-mail at Monika.Maine@ventura.org.

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<tr>
<th>Economic Vitality Manager Supplemental Questionnaire</th>
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<td>Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.</td>
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1. Do you currently possess, or are eligible to obtain and maintain, a California driver license?
   - [ ] Yes
   - [x] No

2. Describe your experience related to the area of Economic Development, Workforce Development and/or Community Development. In your response, include the following:
   - A.) Your role/responsibilities
   - B.) Types of activities
   - C.) Groups you worked with
   - D.) Positive outcomes from your work

   If you do not have this type of experience, please type "No experience."

3. Describe your experience related to the area of process improvement and/or strategic planning. In your response include the following:
   - A.) Your role/responsibilities
   - B.) Types of activities
   - C.) Groups you worked with
   - D.) Positive outcomes from your work

   If you do not have this type of experience, please type "No experience."

4. Describe your experience related to the area of disaster recovery and resiliency. In your response, include the following:
   - A.) Your role/responsibilities
   - B.) Types of activities
   - C.) Groups you worked with
   - D.) Positive outcomes from your work

   If you do not have this type of experience, please type "No experience."

5. Describe your experience making public presentations or providing training. Include the subject matter, length of presentation, and a detailed description of the audience including size.

   If you do not have this type of experience, please type "No experience."

6. Describe your experience and proficiency with the following applications:
   - A.) Microsoft Word
   - B.) Microsoft Excel
   - C.) PowerPoint
   - D.) Minitab or a similar statistical analysis tool

7. Describe your program management/administration experience. In your response, include the following:
   - A.) Brief summary of the program
   - B.) Goals and objectives of the program
   - C.) Your role, responsibilities and years of experience managing the program
   - D.) Size of the program in terms of budget and staffing
   - E.) Accomplishments in the program