

Economic Development Specialist

Recruitment #2020-15593-01

SALARY	\$32.53 - \$40.63/hour; \$5,638.53 - \$7,042.53/month; \$67,662.40 - \$84,510.40/year
DEPARTMENT	County Executive Office
JOB TYPE	Open
DATE OPENED	10/9/2020 08:00:00 AM
FILING DEADLINE	10/26/2020 5:00:00 PM
EMPLOYMENT TYPE	Permanent/Full Time (40 hrs/week)
WORK LOCATION	Auburn Area (Applegate, Auburn, Colfax, Foresthill, Meadow Vista, Penryn) South Placer (Granite Bay, Loomis, Lincoln, Rocklin, Roseville)
ADDITIONAL FORMS REQUIRED	Veterans DD214 (if applicable)
HR ANALYST	Lindsay Killian

BENEFITS

Placer County offers a comprehensive benefits package to employees. The following information represents benefits currently available to permanent Placer County employees and may be subject to change. Applicants should inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department. [Click here to view General benefits.](#)

For more information regarding the benefits Placer County has to offer, please visit Placer County's Human Resources website.

DEFINITION

To perform a variety of analytical and technical duties in support of the County's economic development policy; to provide information and assistance to developers and the public; and to provide assistance to the Director of Economic Development.

DISTINGUISHING CHARACTERISTICS

The Economic Development Specialist is the journey level class within the Economic Development Specialist series and is assigned the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating policies and procedures of the Office of Economic Development.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision and direction from the Director of Economic Development and may receive technical and functional supervision from the Senior Economic Development Specialist.

EXAMPLES OF ESSENTIAL DUTIES

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

- Collect, compile and analyze data regarding economic conditions and projects; prepare informational and promotional reports, illustrative charts, tables and graphs, and press releases.
- Research, establish and maintain various files and data bases regarding economic development. Organize and analyze market conditions, program information, and other economic development programs; propose development implementation plans.
- Develop grant applications and reports; compute, collect, monitor and track grant data on an on-going basis; provide statistics as appropriate.
- Administer, monitor and evaluate contracts; participate in negotiating contracts with outside vendors, consultants or organizations; monitor fiscal and legal liabilities of the same; assist with contract management and administration.
- Respond to inquiries from County staff, developers, prospective businesses and the general public; determine focus/needs of inquiries and respond as specifically as possible; make referrals and/or introductions as appropriate.
- Act as liaison with businesses and public/private agencies; assist in arranging meetings, conference and public information programs; and make presentations as directed.
- Participate in tradeshows throughout the state representing the Office of Economic Development.
- Work with local county and city officials for retention and expansion of existing businesses and recruitment of new businesses.
- Prepare a variety of comprehensive studies, proposals and reports related to program activities and assigned projects.
- Prepare appropriate agenda reports, informational materials and other written materials regarding the County's Economic Development program and related activities.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.

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

Experience: One year of responsible professional economic development experience.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, economics, or a related field.

NOTE: Relevant, equivalent experience (performing the same or similar job requiring similar knowledge, skills, and abilities) may be substituted for the required education as determined by the Human Resources Department.

NOTE: Applicants receiving their degree outside the United States must submit proof of accreditation by a recognized evaluation agency.

License or Certificate: May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Research methodology, including statistical evaluation and presentation.
- Principles of economics.
- Principles of economic development, including relationship of real estate, land development and financing.
- Basic techniques of industrial and economic development.
- Basic mathematical principles.
- Preparation and presentation of informational and promotional materials.
- Inter-agency relationships, including recognition of overlapping and/or complementary requirements.
- Land development process and commercial building codes.
- Intra-governmental structure and dynamics, including the roles of local, regional, state and federal jurisdictions in the development process.
- Community-based organizations interested in the promotion of industry, business and private-public partnerships.
- Computer software, including word processing, spreadsheet and graphics applications.
- Modern office procedures, methods and computer equipment.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift light weight.
- Prepare informational and promotional reports and materials, including press releases.
- Perform mathematical and statistical calculations accurately.
- Analyze grants, reports, and various proposals.
- Compile, analyze and present statistical data in a meaningful way.
- Establish and maintain a wide network of public and private resource contacts.
- Understand and interpret the County's economic development policy as directed by the Board of Supervisors and carried out by the Director of Economic Development.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; work with interruption; and work firmly and courteously with the public.
- Analyze situations quickly and objectively and to determine proper course of action.
- Use a computer, calculator, typewriter, telephone, facsimile machine, postage meter and photocopy machine.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SELECTION PROCEDURE

Training & Experience Rating (100%)

Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination (which may include a drug screening and possibly a psychological evaluation), sign a constitutional oath, and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation (which may include a voice stress analysis and/or a polygraph), and/or be bonded. Additionally, positions in law enforcement classifications and those supporting law enforcement functions will be required to complete a conviction history questionnaire prior to or during the interview process. Applicants for positions with access to Medi-Cal billing software or who are licensed providers must clear the Federal Exclusion List, credentialing, and social security verification. Failure to clear these requirements may result in an employment offer being withdrawn.

SUBSTITUTE LISTS

The eligible list resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey level) and/or a similar classification (similar work performed, similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please [click here](#).

EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal

consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

Click on the link below to apply:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	<input checked="" type="button" value="Apply Online"/>
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Email: jobs@placer.ca.gov | Phone: (530) 886-4607 | Follow us on: [f](#) [t](#) [in](#)

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