



THE COUNTY OF ALPINE
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

ECONOMIC DEVELOPMENT DIRECTOR
Administration Department
Salary Range U27: (\$7,616-\$8,406) per month

Final Filing Date: Monday, April 5, 2021

Serving at under general direction of the County Administrative Officer, manages the Administrative Department's economic development functions and directs the programs to achieve the departmental missions; drafts, implements and maintains the Economic Development Strategic Plan; develops and implements policies aimed at business retention and recruitment programs; identify County policies and procedures that could be streamlined to make doing business easier in the County, markets, promotes and facilitates business attraction and retention efforts, including preparation of press releases; communicates the program's strategy to diverse groups; seeks and applies for grants to enhance, promote and support the plan; assures compliance of all activities with County goals and objectives, state and federal laws, and County policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Business Administration, Public Administration, Economics, Planning or a closely related field from an accredited college or university. A Master's degree is preferred.

Experience: Four (4) years' experience in economic and community development, including two (2) years of supervisory experience.

Other Requirements:

Possession of a valid driver's license.

COMPENSATION & BENEFITS 100% FTE in a five step salary system with advancement upon satisfactory completion of a one year probationary period and annual increases thereafter.

- **Health Insurance:** County provides medical, dental and vision coverage for employees with co-payment by employees, dependent upon family status.
- **Vacation:** Accrued at the rate of 6.67 hours per month, or 10 vacation days per year.
- **Sick Leave:** Earned at the rate of 8 hours per month.
- **Administrative Leave:** 40 hours per year
- **Holidays:** 15 paid holidays per year.
- **Retirement:** Participation in the California Public Employee Retirement System (PERS), 2% at 62 plan for New Members
- **Deferred Compensation:** Voluntary deferred compensation program offered.
- Alpine County is a drug, alcohol and smoke-free workplace.

Eligible applicants are *REQUIRED* to complete an Alpine County application form. Resumes may not be substituted for the official county application but may be attached to a completed application. A County application can be submitted from our website at www.alpinecountyca.gov. Qualified applicants will be invited to an oral interview after review of the applications. Offers of employment are contingent upon successful completion of a pre-employment background and reference check.

Applications must be received no later than **April 5, 2021** at 5:00 p.m. Fax and postmarks will not be accepted.

Applications are to be filed at:

Alpine County Administration
P.O. Box 387
Markleeville, CA 96120
530-694-2287

Alpine County is an Equal Opportunity Employer and does not discriminate on the basis of race, religious creed, color, national origin, mental or physical disability, marital status, sex or age.