



HUMBOLDT COUNTY, CALIFORNIA

Is seeking qualified candidates for the position of **ECONOMIC DEVELOPMENT DIRECTOR**

Salary: \$49.77 - \$63.87 Hourly

Under the general direction of the County Administrative Officer, the Economic Development Director will develop, organize and manage economic development strategies and collaborative efforts for economic growth within the region. The Director will be responsible for planning and administering economic development programs, retention and expansion of existing businesses and targeting key industry sectors to attract new business.

Humboldt County, located on California's Redwood Coast 280 miles north of the San Francisco Bay Area and 40 miles south of the Oregon border, is a truly a unique place to live. The friendly community of Humboldt County enjoys a slower pace of life and a mild climate amidst the exquisite natural beauty of majestic redwood forests, the Pacific ocean, rivers and mountains.

The County of Humboldt offers CalPERS retirement and health insurance, annual salary increases, 12 paid vacation days per year, 13 paid holidays per year, 10 paid administrative leave days per year, free dental and vision insurance and other voluntary benefits.

To apply or for more information, visit our website at:
humboldt.gov/jobs

Application deadline is 11:59pm on November 28, 2025.
Oral exams are anticipated in January 2026.

Don't miss this opportunity to join the County of Humboldt team!

Questions? Contact the Human Resources Department
Phone: (707) 476-2349 Email: Personnel@co.humboldt.ca.us

WHO WE ARE

Humboldt County is located in California's 2nd Congressional District, 2nd State Senate district and the 2nd Assembly District. At the local government level, incorporated cities are run by councils made up of a mayor, city manager and councilpersons. Unincorporated areas and communities are represented by the Humboldt County Board of Supervisors (Board), who direct the county's elected and appointed department heads.

The County Administrative Office, located in the Humboldt County courthouse at 825 5th Street in Eureka, California includes the Management & Budget, Economic Development, ADA Compliance, Purchasing, Communications and Information Technology Teams.

Benefits

- CalPERS health insurance program provides several options to employees. The County pays most of the employee premium and a portion of dependent coverage. The majority of employees have at least one no-cost health plan available.
- Dental plan with premiums for the employee and dependents paid by the County.
- At hire, earn 12 paid annual vacation days. Upon three years of service, increases to 15 days per year and five additional days per year upon 10, 15 and 20 years of service.
- 13 paid holidays per year, including two personal holidays and 12 sick days per year with unlimited sick leave accumulation.
- CalPERS retirement system, with County and employee contributions.
- Life insurance, longevity pay, educational reimbursement, deferred compensation and additional voluntary benefits are found at humboldt.gov.org/benefits.

Leadership Philosophy

The Economic Development Director shall embrace the leadership philosophy of the County Administrative Office:

We believe creativity and solutions exist at all levels of the organization and in the community we serve. We embrace different perspectives in the decision making process and seek ideas that improve our performance. We value individuals and promote continuous learning in an effort to develop leaders.

Vision:

Successfully LEAD our organization through
Learning
Excelling
Achieving and
Daring to be different.

Mission:

SUPPORT the needs of our community through
Unparalleled service,
Participatory leadership,
Professional growth,
Optimal management of resources,
Responsible policies and procedures and
Teamwork.

Values:

Reach for innovative solutions,
Engage in ethical behavior,
Serve the public and exceed their expectations,
Promote teamwork and collaboration,
Encourage and enable others to grow,
Create a positive work environment and
Take responsibility for our actions.



THE POSITION

Example of Duties: The Economic Development Director will report to the County Administrative Officer and will be responsible for developing, organizing, and managing a broad range of economic development strategies and collaborative efforts to create economic growth within the region. The Director will assume major responsibility for planning and administering economic development programs and will have regular interaction with the Board of Supervisors, department heads and staff, legislators and a variety of public and private sector economic development partners across the county and state. The position involves accomplishing departmental goals and objectives, supervising staff and directing the day-to-day operations and activities of the Economic Development Team of the County Administrative Office. The division operates the America's Job Center of California (Job Market), which serves as a centralized hub for employment and training services, connecting job seekers, employers, and workforce partners to support regional economic growth and workforce readiness. The division also administers the Headwaters Fund, a locally managed economic development trust established to promote community prosperity and quality of life through strategic investment in locally driven projects; Project Trellis, a cannabis business micro grant and assistance program supporting equitable growth, innovation, and resiliency within Humboldt County's cannabis industry; and other initiatives that advance entrepreneurship, workforce development, and sustainable community and economic growth throughout the region. Tasks may include but are not limited to the following:

- Serve as a liaison between county staff and the business community including but not limited to business owners, associations, property owners and developers to maximize opportunities to facilitate economic development in Humboldt County.
- Establish strong working relationships as the basis to represent the county's interests with business and property owners, investors, commercial brokers and developers and state and local economic development officials to promote county interests and facilitate public-private partnerships in commercial and industrial job creation.

- Facilitate development projects within the county by recruiting new businesses to the area and working with existing businesses to encourage growth and expansion.
- Monitor economic trends; conduct market research; analyze data; inform and direct economic development strategies and business development and attraction; ensure continual review of data sources for market/company intelligence. Improve lead generation.
- Direct the forecast of revenues and funding needs for all operational costs, monitor and approve expenditures, implement mid-year adjustments and identify and develop revenue sources necessary to finance/fund all operations.

Economic Development Budget Management

Manage, monitor and coordinate Economic Development Division budgets including preparation, development, tracking, seeking grant opportunities and grant tracking metrics.



THE IDEAL CANDIDATE

The Economic Development Director will exhibit the highest degree of personal integrity and professional ethics, exercising exceptional common sense and sound judgment to support a collaborative and transparent organizational culture. They will demonstrate strong leadership skills, inclusive social skills, support diversity and facilitate open, honest, direct and professional dialogue.

They will be highly adaptive and possess creativity and innovation and the ability to exercise independent analysis and judgment. The ideal candidate will combine excellent management, administration and relationship skills with cost-effective and efficient financial analyses while providing exceptional service and support to staff and other departments.

The ideal candidate will possess knowledge of principals and practices related to:

- **Project and Program Management:** Strategic planning and implementation; program evaluation and performance metrics; contract development and oversight; team leadership and staff development.
- **Research techniques, economic analysis, regional strengths and weaknesses, regional and local “product”, tax and incentive structures, utilities, zoning, transportation, community services and financing tools.**
- **Economic Development Principles:** Knowledge of business retention, expansion and attraction strategies, local and regional economic growth theories, public-private partnership frameworks, sustainable development practices and workforce development principles. Understanding of unique challenges and opportunities within rural economies, including place-based development, community capacity building and the importance of locally driven strategies that strengthen long-term economic resilience.
- **Leadership and management, working within external/internal cross-functional teams; collaborative approaches to working with diverse communities; public relations, outreach and effective communication; conflict resolution**

and consensus building; equity and inclusion in economic development.

- **Develop and promote distinct and coordinated services and incentive-based packages to attract developers and encourage a business-friendly environment.**
- **Small Business Administration (SBA) and similar loan programs, the tourism industry and related strategic planning.**
- **Federal, state and local laws and regulations specific to work performed. Relevant laws, regulations and policies affecting economic development (e.g., CEQA, ADA, labor laws, Brown Act and Bagley-Keene); familiarity with governmental structures and decision-making processes; economic impact analysis and policy evaluation.**
- **Market and Industry Analysis:** Real estate market fundamentals; industry and labor market trends; data interpretation for informed decision-making; and business climate assessment.

The ideal candidate has a positive demeanor, a collaborative working style, energetic demeanor and persistence; excellent communication and interpersonal skills are essential for explaining complex concepts and building solid relationships with county leadership and key participants. While providing exceptional service is essential to success in this role, the Economic Development Director must also possess a commitment to staff and leadership development, building interdepartmental relationships and creating an inclusive culture where employees thrive in an environment of process improvement and honest, open communication.

The ideal candidate also possesses excellent written and verbal communication skills to communicate effectively with groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees and the public. They will build support for the county’s economic development goals and implementation of those goals through ability to gain and maintain trust and work with others to reach key objectives and establish and maintain effective working relationships with elected officials, department heads, public agencies, private organizations and residents at-large.

EDUCATION & EXPERIENCE

The ideal candidate is able to align economic initiatives with long-term community goals and regional growth strategies. They are skilled in leading cross-sector partnerships with public agencies, private sector stakeholders and community organizations. They possess a strong understanding of economic trends, market analysis, public finance and funding mechanisms (e.g., grants, tax incentives); have clear and persuasive communication skills, are adept at public speaking, community engagement and interdepartmental coordination; utilize creative approaches to identify opportunities, overcome economic barriers and attract investment; ability to manage complex projects, timelines and deliverables across multiple initiatives; commitment to inclusive growth, with attention to equity, sustainability and local business development; ability to navigate changing economic conditions, political landscapes and community needs; and proficiency in using economic data and impact analysis to guide recommendations and measure success.

Education & Experience

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, community development, urban or regional planning or a related field is desired, with experience and extensive training that demonstrates possession of the required skills and abilities, including 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 U.S. driver's license upon date of application. Must obtain a 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; 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 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 and controlled temperature. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Economic Development Links:

- Comprehensive Economic Development Strategy (CEDS): humboldt.gov/CEDS
- Local Workforce Plan: humboldt.gov/LocalWorkforcePlan
- Regional Workforce Plan: humboldt.gov/RegionalWorkforcePlan
- Board of Supervisors' Strategic Plan: humboldt.gov/StrategicPlan



Humboldt County Demographic Data

POPULATION

2020 Decennial Census: 136,463

Above Age 16: 136,463

Average household size: 2.39

BUSINESS & ECONOMY

Total Employer Establishments in 2021: 3,181

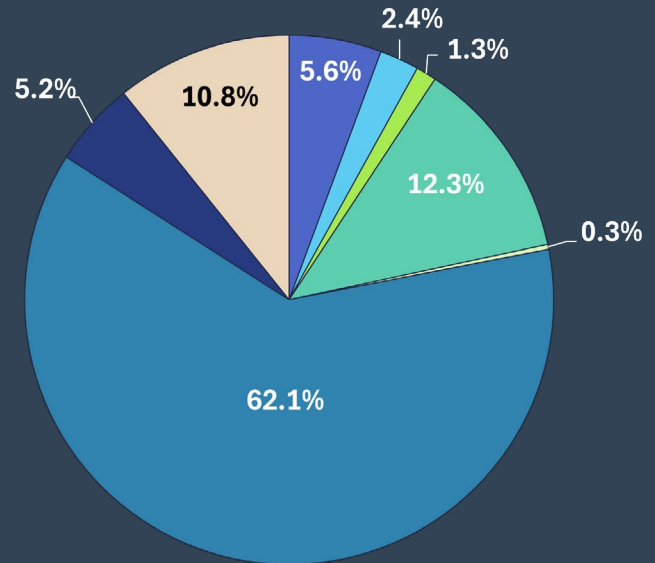
Unemployment Rate

- 2019: 63,682
- 2023: 59,923

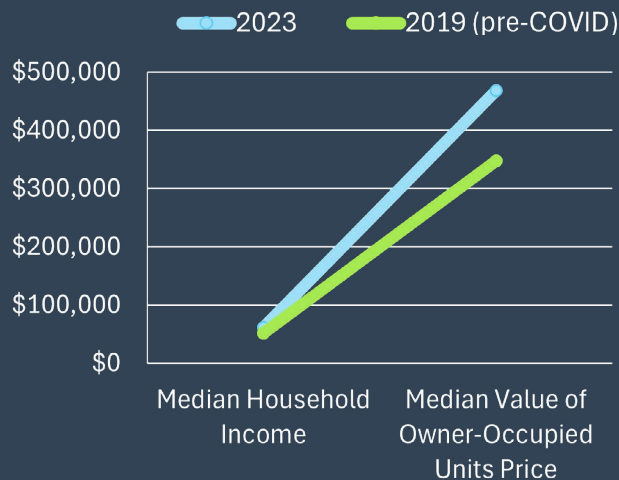
HOUSING

Humboldt County Home Ownership Rate: 54.6%

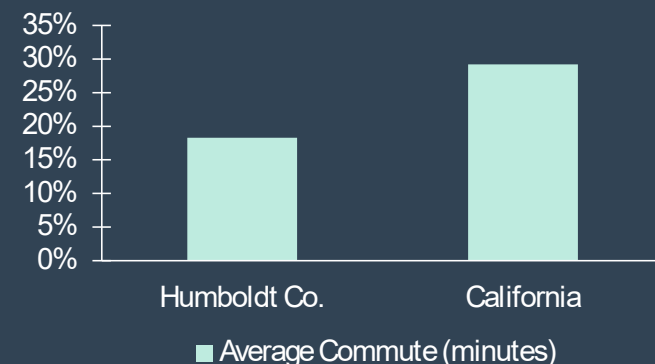
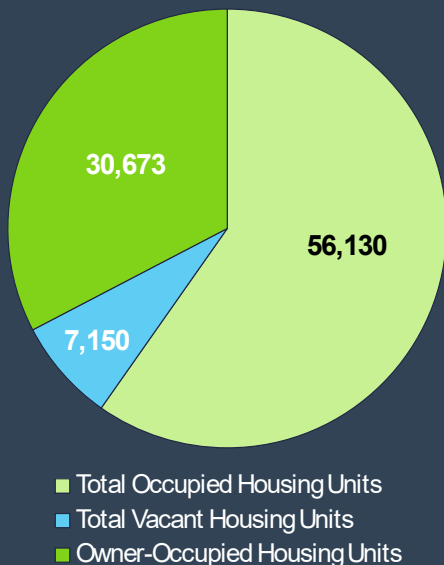
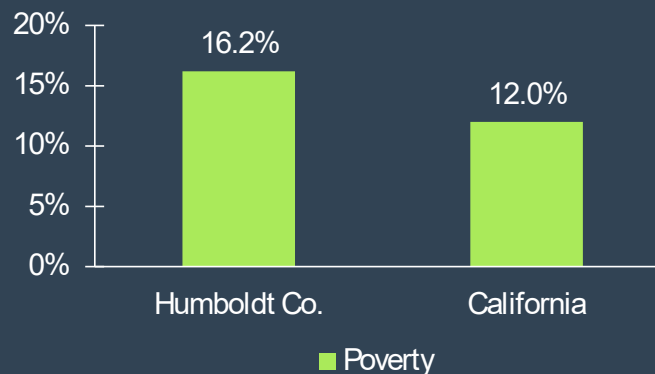
RACE & ETHNICITY (2020)



- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Hawaiian & Pacific Islander
- White, not Hispanic
- Some Other Race
- Two or More Races



COUNTY VS. STATE



Data gathered from the plans linked on previous page