



# SAN JOAQUIN COUNTY

IS RECRUITING FOR THE EMPLOYMENT AND ECONOMIC DEVELOPMENT  
DEPARTMENT

## ECONOMIC DEVELOPMENT DIRECTOR



Business Team San Joaquin

### GOALS

- ◆ To assist targeted industry overcome constraints to doing business in San Joaquin County
- ◆ To create quality jobs through the retention and expansion of targeted industries



Workforce Investment Board

### MISSION STATEMENT

Bringing together the resources of the community to help job seekers find the right jobs and help employers meet their business needs

San Joaquin County Human Resources

44 N. San Joaquin St., Suite 330

Stockton, California 95202

(209) 468-3370

[sjgov.org/hr](http://sjgov.org/hr)

### THE POSITION

The Employment and Economic Development Department (EEDD) Economic Development Director is responsible for leading, managing and administering economic development, business retention and expansion, and other programs of the Economic Development Center. The incumbent models a strong work ethic and leadership skills, including accountability for oneself and others, and helps assure that all assigned programs and operations are in compliance with state, federal and local requirements, regulations and policies. The incumbent may act in the absence of the Director. The Economic Development Director plans, designs, and implements economic development strategies and is a key liaison between public and private sectors and the community, with the goal to increase the economic viability of San Joaquin County.

### THE DEPARTMENT

EEDD provides employment training, education and economic development services. It serves as staff to the Workforce Investment Board, the Economic Development Association (EDA) and the Revolving Loan Fund. Employment and training services for the California Work Opportunity and Responsibility to Kids Act (CalWORKS) program are also provided under a cooperative agreement with the Human Services Agency. Once a jurisdiction has received designation as a Workforce Innovation Opportunities Act (WIOA), levels of service conform to standards established by law. EEDD is the designated administrative entity and is responsible for managing these functions and ensuring compliance with state and federal program guidelines.

The EDA convenes the Business Retention and Expansion Committee, comprised of 31 local and state agencies that work collaboratively to: assist businesses to maintain their vitality; promote expansion; alleviate potential closures and create jobs; provide technical assistance, counseling, advocacy, financing, permit assistance and workforce development assistance.

Exempt Recruitment Announcement

0316-ES2255-EX

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.

## ARTS & CULTURE



Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

## RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Mickle Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.

## AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop.

Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



## EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

## HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

# EEDD Economic Development Director

## TYPICAL DUTIES

- ◆ Plans, organizes and directs the development, delivery, and monitoring of economic development, business retention, and related employer programs and services for the EEDD, manages the Business Retention and Expansion Program of the Economic Development Center to facilitate the delivery of business services; assists with the management of other EEDD programs and operations as assigned
- ◆ Develops, recommends, and implements departmental policies and procedures; analyzes and interprets existing and proposed legislation and other directives; recommends policies and procedures compliant with regulations relevant to employment and economic development; interprets policies and procedures to staff; ensures implementation and compliance
- ◆ Serves as liaison for persons seeking to locate or expand their industries within San Joaquin County; establishes and maintains effective relations with businesses, banking personnel, federal, state and local economic development professionals to develop and coordinate the delivery of economic development services to new and existing San Joaquin County businesses
- ◆ Convenes conversation forums that target business retention and growth; works with emerging industries and business organizations, in partnership with other stakeholder organizations, to facilitate the development of services that are responsive to the needs of businesses in the region
- ◆ Attends meetings and conferences; prepares meeting agendas for various county boards, committees and task forces; develops and maintains cooperative and collaborative working relationships with government officials, other counties, community groups, and the public
- ◆ Directs the collection and analysis of data and the preparation of marketing material relative to economic development within San Joaquin County; prepares written reports and makes public presentations to groups and individuals, including boards and commissions
- ◆ Develops, prepares and recommends program proposals and budgets; analyzes fiscal information and recommends cost efficiency options
- ◆ Through subordinate managers and/or supervisors, directs the activities of program staff; selects and assigns employees; evaluates employee performance; reviews and takes action on disciplinary matters
- ◆ Acts in the absence of the Director of the Employment and Economic Development Department

## IDEAL CANDIDATE

The ideal candidate will possess:

- ◆ A bachelor's degree in public administration, business administration, economics, or related field
- ◆ Six years of increasingly responsible managerial experience in the area of economic development, including the development and implementation of business retention and expansion programs, the financing of small businesses and the technical preparation of government-guaranteed lending programs
- ◆ Knowledge of principles and practices of public administration, including effective organization, administration, personnel management and staff training; general principles of accounting and financial management
- ◆ Knowledge of goals and objectives of business financing as an economic development tool; pertinent government lending policies and procedures; government legislation and regulations relevant to economic development and business retention and expansion programs
- ◆ Excellent communication skills, with the ability to establish relationships, build networks, and generate resources to meet the needs of businesses
- ◆ Strategic and resourceful business acumen, with a high level of integrity, strong sense of ethics, analytical thinking and high degree of initiative
- ◆ A solid foundation of the policies and procedures in compliance with department, federal, state and local regulations relevant to employment and economic development
- ◆ The ability to quickly develop a keen understanding of the local economy and the business climate in order to be proactive and to perform effectively
- ◆ Good judgment and makes sound decisions in managing assigned areas and functions.
- ◆ The ability to negotiate effective solutions to difficult problems

# EEDD Economic Development Director

## COMPENSATION PACKAGE

### Annual Base Salary: \$83,866 - \$101,982

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: **\$24,023** annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from **\$1,677** to **\$2,039** annually)
- ◆ Vacation cash-out up to 8 days annually (valued from **\$2,581** to **\$3,137**)

### Potential Cashable Compensation

	Step 1	Step 5
Annual Salary	\$83,866	\$101,982
2% Deferred Comp	\$1,677	\$2,039
Vacation Cash Out - 8 days annually	\$2,581	\$3,137
Cafeteria	\$24,023	\$24,023
Total	\$112,147	\$131,181

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits web site at: [www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## RECRUITMENT INCENTIVES\*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of public service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

\*Recruitment incentives may be available. Incentives must first be approved by the San Joaquin County Administrator's Office.

## DESIRABLE QUALIFICATIONS

**Education:** Graduation from an accredited four-year college or university with a major in public administration, business administration, economics or related field.

**Experience:** Six years of increasingly responsible experience in the area of economic development, including the financing of small businesses and technical preparation of government-guaranteed lending programs, with at least two years in a managerial position.

**License:** Possession of a valid California driver's license.

## APPLICATION & SELECTION

Completed application package including supplemental questions must be submitted to the Human Resources Division by the final filing date:

**March 18, 2016**

Apply online: [www.sjgov.org/hr](http://www.sjgov.org/hr)

**OR**

submit your completed application package to:

San Joaquin County Human Resources  
Attn: Evelyn Oliveira  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
phone: (209) 468-8579  
e-mail: [eoliveira@sjgov.org](mailto:eoliveira@sjgov.org)

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test and state Department of Justice Live Scan fingerprinting.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

***San Joaquin County is an  
Equal Opportunity Employer***

# EEDD Economic Development Director

## SUPPLEMENTAL QUESTIONS

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Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. Provide a ***detailed description*** of your experience including **employer name, position title and dates of employment with each answer.** These questions will be reviewed in evaluating your qualifications.

1. Provide a brief summary of your increasingly responsible managerial experience in the area of economic development. Include in your summary your role, total number of employees you were responsible for managing, your operating budget, an organizational chart to understand your reporting relationships, and the total number of employees of the organization.

2. Describe your experience developing and implementing small business retention and expansion programs.

3. Describe your experience in financing small businesses.

4. Describe your experience with the technical preparation of government-guaranteed lending programs.

5. Describe your experience working with local, state and federal legislation and regulations relevant to economic development and business retention and expansion programs.

6. Describe your experience working with key stakeholders, including businesses, government officials, and community organizations, on advancing and promoting economic development activities and the outcomes of those efforts.