

County of Santa Cruz

INVITES YOU TO APPLY FOR:



BUSINESS SERVICES MANAGER

(Economic Development Coordinator)

Supplemental Questionnaire Required

Open and Promotional

Job # 22-SH7-01

Salary: \$8,881 – 11,871 / Month

Closing Date: Friday, August 26, 2022

THE JOB: Under general direction, plan, organize, coordinate and implement the Santa Cruz County Workforce Development Board's business engagement and economic development strategies, projects and related activities in cooperation with public agencies, educational institutions, businesses and community groups; develop, prepare and review grant funding applications and proposals; analyze and evaluate County sponsored workforce development programs including contract administration and compliance monitoring; and perform other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

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

Equivalent to graduation from a four year college in business or public administration, finance, economics, community development or a related field **AND** three years professional experience in economic/business development program administration, community development or a related area.

Special Requirements: Possession of a valid California Class C Driver License or the ability to provide suitable transportation approved by the appointing authority. Incumbent must be physically and mentally capable of performing the classification's essential functions as summarized in the typical tasks section of the Economic Development Coordinator job specification.

Knowledge: Thorough knowledge of research methods, including data collection and analysis; economic/business development strategies, programs, issues and resources; principles and practices of local economic development and revitalization. Working knowledge of the methods and principles of determining the economic feasibility of local community and business development projects; housing and commercial development, financing and construction; principles and practices of grant and contract administration, including monitoring and supervising contract service providers; principles and practices of budgeting and finance; public improvement project financing and construction; principles and practices of community development; functions and relationships between private and public sector; report writing and basic statistical applications; real estate acquisition, real estate finance, and property management. Some knowledge of community development or related grant programs; sustainable or



green building methods, practices or programs; occupational fields and occupational requirements including labor market opportunities and trends; and principles of supervision and training.

Ability to: Develop proposals, economic development goals, policies and actions suitable for inclusion in the County General Plan; plan, organize, coordinate, implement and promote economic development strategies, programs, major projects and related activities; collect and analyze a variety of market, job and demographic data; analyze and prepare funding proposals, contracts, financial reports and other highly technical economic data; administer grant and contract activities to assure compliance; establish and maintain effective working relationships with a wide variety of individuals and groups, including: elected officials; the business community; environmental, neighborhood and other community groups; academic representatives; lenders and financial institutions; consultants; county departments; in-house and contracted architects and engineers; and contractors; analyze complex administrative problems and arrive at solutions; prepare clear and concise reports and correspondence; develop and prepare outreach, promotional and informational materials; gain and maintain the confidence and cooperation of private and public groups coming together to assist and promote the County's economic vitality; communicate effectively, both orally and in writing; make oral presentations before a wide variety of groups; facilitate public meetings and workshops; input, access and analyze data using a computer; and supervise and evaluate the work of subordinates or contract service providers.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

BUSINESS SERVICES MANAGER (ECONOMIC DEVELOPMENT COORDINATOR)
SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience interacting with business executives, business owners, business managers, and others in higher-level management positions. Include your role and responsibilities, as well as the nature of those interactions.

2. Describe your experience managing and developing a project to meet an individual business or industry need. Be sure to identify the businesses involved and be specific about your role, the outcomes achieved, and the steps you took to accomplish the project.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 13 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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