

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

## TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411

Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



INVITES APPLICATIONS FOR

ECONOMIC DEVELOPMENT

SPECIALIST

*(LIMITED TERM POSITION)*

**FINAL FILING DATE:**

**10/25 /2013**

**SALARY:**

**\$3,910/month or \$22.56/hour**

*Equal Employment Opportunity Employer*

## THE POSITION

This position is a full-time limited position for 6 months with full benefits. The continuation of the position after 6 months will be determined by the Board of Supervisors during the annual budget review process. Under general supervision but with significant autonomy, the incumbent is required to perform a variety of complex, highly specialized functions to support the Economic Development Department with a focus on implementing the goals and initiative specified in the 2013 Economic Development Strategic Plan.

### **Examples of these initiative include but are not limited to the following:**

- Assist in strengthening the primary existing economic sectors in order to solidify the base of the Mono County economy.
- Work closely with relevant county departments, local agencies, organizations, and resources to create a targeted plan to retain, expand and attract business to Mono County.
- Identify funding sources to support Economic Development initiatives, including research and pursuit of grant programs.
- Establish an educational/integration plan for Digital 395 technology to help position local businesses to take advantage of high-speed broadband
- Evaluate potential and determine resources for developing a regional food system and "buy local" campaign.
- Work with the Community Development department to secure the Highway 395 National Scenic Byway Designation.
- Work with county departments on ways to review and reduce regulatory burden and to streamline approval processes.
- Develop a small business resource center and potentially a regional economic development corporation.

## QUALIFICATIONS

### **Advanced skills and knowledge of:**

- Economic development principles, practices, and techniques;
- County laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts;
- Principles and techniques of sales, marketing and promotion;
- Professional phone/email best practices;
- Exceptional customer service and public relations
- Microsoft Word, Excel, Access, Outlook, Windows Explorer, PowerPoint, Constant Contact, Social Media, Internet
- Website Development, Customer Relationship Management (CRM) and Content Management Systems (CMS)
- Project management organization
- Excellent oral and written communication and how to compose concise, clear correspondence and reports with correct English usage, spelling, grammar, punctuation
- Financial proficiency in budget preparation and management
- Problem-solving and decision-making strategies
- Database management, manipulation, development and maintenance
- Current economic, development, and demographic and market trends in the regional area and in rural development;
- Methods and techniques of research and data analysis
- Principles, practices, and methods of financing private and public sector projects.
- Methods of conducting research and analysis of data relating to demographics, building permits, zoning, financing sources, real estate needs,

investment strategies, and incentives, and ability to formulate recommendations.

- Implementing long-range planning projects for economic development throughout the county.
- Communicate with the general public, county and municipal employees, business owners and management, Chambers of Commerce boards and members, and elected officials in order to facilitate all aspects of projects related to economic development and expansion of regional business. Frequent presentations to Board of Supervisors, stakeholders, local agencies, organizations and general public to inform and promote economic development activities. Must be skilled at creating succinct and informative reports based on analytical research to explain project status, success and challenges.

**Minimum Qualifications:** A Bachelor's Degree in one of the following: Economic Development, Business/Public Administration, Economics, Urban Planning, or a closely related field and at least two (2) years of experience in community/ economic development, grant writing and administration, advertising/marketing, or project management are preferred. Preference will be given to candidates with Economic Development experience. The ideal candidate will possess advanced knowledge and competence with Microsoft-based programs and be highly organized with excellent customer service ethic and strong written communication, public speaking and oral presentation skills. **Special Requirements:** Valid Driver's license. Travel will be required; some weekend travel and attendance at occasional evening meetings will be required.

## THE EXAM PROCESS

**Application Process:** The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County

management staff. May require written testing . Ability to pass a background check.

For a complete job description and application, contact the County Administrative Office at 760.932.5412. All completed applications will be considered. E-mailed or faxed applications will be accepted provided the application with the original signature.



Photo: © Greg Newbry