

# Job Opportunity

## SALARY AND BENEFITS

The salary and benefits for this position will be commensurate with the selected candidate's qualifications.

Benefits may include:

- Annual Paid Time-off
- Health Insurance
- Retirement Plans
- Life Insurance
- Short and Long Term Disability Insurance
- Medical Flexible Spending Account
- Retirement Medical Trust
- Professional Development

## ABOUT THE COUNTY

Located in the heart of Southern California, San Bernardino County is the largest county in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to the Nevada border and the Colorado River. The County is comprised of 24 cities, with over 2 million residents. The County also benefits from natural assets such as acclaimed mountain resorts, local, regional, and national parks, and western rivers.

## CONTACT INFORMATION

Tammy Ballesteros  
County of San Bernardino Human Resources  
157 West Fifth Street, First Floor  
San Bernardino, CA 92415-0440  
(909) 387-5565 (phone) • (909) 387-5792 (fax)  
[www.sbcounty.gov/hr](http://www.sbcounty.gov/hr) • EEO/ADA Compliant

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## District Representative Mountain Region Second Supervisorial District



**County of San Bernardino**  
Second District, Board of Supervisors



## **THE POSITION**

The Second Supervisorial District of the County of San Bernardino is seeking a qualified individual to represent the Supervisor in the mountain communities of Agua Fria, Arrowbear Lake, Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Crest Forest, Deer Lodge Park, Enchanted Forest, Fredalba, Grass Valley, Green Valley Lake, Lake Arrowhead, Rimforest, Running Springs, Skyforest, Snow Valley, Smiley Park, Twin Peaks, and Valley of Enchantment—collectively known as the Rim of the World mountain communities.

Supervisor's District Representatives investigate concerns from the public and provide advice and assistance to constituents in obtaining services or resolving complaints; provide information to the public regarding governmental functions and county or community services, activities and programs; conduct research and analysis relating to community interests, new and existing programs and services, and proposed or adopted legislation; represent the Supervisor at public functions; research, prepare, and present speeches and presentations; and act as a liaison between the community and various County departments and agencies.

This is a contract position in the Unclassified Service and serves at the pleasure of the Supervisor for the Second District.

## **THE QUALIFICATIONS**

The ideal qualifications include experience working with community-based organizations and the media. This experience should include having served as a representative/liaison for a governmental, private, or business organization involved in community relations and/or activities. The ideal candidate will be a responsive and creative advocate for the constituents of the mountain communities, possessing firsthand knowledge of their unique needs and concerns, as well as a vested interest in the advancement of these communities.

In addition, this candidate will possess excellent communication skills; have the ability to work on many varied and difficult assignments and meet short-term deadlines and long-term goals; and have experience working with elected officials.



## **THE APPLICATION AND SELECTION PROCESS**

To be considered for this exciting career opportunity, please submit a completed County application or detailed resume. The selection process will consist of a competitive evaluation of qualifications. Candidates who demonstrate exceptional qualifications will be referred to the appointing authority for a selection interview.

Applications will be accepted until a sufficient number of qualified applications have been received; interested candidates should apply as soon as possible.

Applicants are encouraged to apply online at [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr). Detailed resumes may be emailed to [ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov).

## **THE SECOND DISTRICT**

The County of San Bernardino's Second Supervisorial District lies at the heart of the Inland Empire, encompassing the cities of Upland, Rancho Cucamonga, and much of Fontana, as well as the unincorporated communities of Devore, Lytle Creek, San Antonio Heights, Mt. Baldy and the Rim of the World mountain communities. The Second District is currently estimated to have a total population of roughly 407,000. Since being elected to the County of San Bernardino's Board of Supervisors in November 2010, Second District Supervisor Janice Rutherford has led efforts to reign in costly public pensions, balance the County budget, and restore public confidence in County Government. She is well respected for her unbending commitment to fight for taxpayers and property owners.