

# The County of San Bernardino

Invites Applicants for the Position of

**Third District**

# Field Representative

Contract Position



[www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)

# The Position

The **Third Supervisorial District** of San Bernardino County is looking for a highly qualified individual who is passionate about serving the Third District and representing the Supervisor in the communities within the District.

The **Third District Field Representative** is a full-time contract position. The incumbent's hours may be flexible and will vary depending upon community needs.

## Essential Functions:

- Interacts with constituents, public officials, and community leaders to ensure their needs are understood and managed; provides advice and assistance on obtaining services and resolving complaints.
- Serves as a representative of the Supervisor at various meetings, forums, conferences, and various functions.
- Provides information to the public regarding governmental functions and County or community services, activities, and programs available.
- Gathers and analyzes data relating to a wide variety of community interests and governmental programs; responds to requests for information on governmental functions and community activities and programs.
- Acts as a liaison between the community member and various County departments and agencies to facilitate services.
- Prepares and delivers speeches and presentations on behalf of the Supervisor.
- Performs a variety of special projects and assignments such as researching new programs, monitoring and evaluating services, and analyzing proposed and adopted legislation.

*This employment opportunity is for a self-starting individual who is interested in working in the Third Supervisorial District, which covers the Morongo Basin, portions of the High Desert, and the East End of the San Bernardino Valley.*

*This is a contract position in the **Unclassified Service** and serves at the pleasure of the appointing authority.*



## Desired Qualifications

The **desired qualifications** include experience working with diverse community-based groups and organizations fostering community relations and service. This experience should include having served as a representative/liaison for a governmental, private, or business entity involved in governmental/community relations.

The **ideal candidate** will be able to work independently, be a problem solver, be able to articulate the viewpoints of the Supervisor in a public forum, and have a clear understanding of local government; be tactful and sensitive to constituents' issues; be able to understand and interpret County policy, procedures and legislative issues; possess excellent verbal and written communication skills; have the ability to work on varied, difficult and sensitive assignments; and have the ability to meet short and long term deadlines and goals. A bachelor's degree and three to five years of previous comparable experience is preferred.

*Candidates must be available to work flexible hours, including evenings, weekends, and holidays.*



## The Third Supervisorial District

**James Ramos** was unanimously elected to serve as the Board Chairman effective January 6, 2015 and is now the first Native American Supervisor, and currently Board Chair, to be elected. Supervisor Ramos is an established leader in the community as demonstrated by his many prestigious appointments, such as the president of the San Bernardino Community College Board of Trustees, chairman of the California State Native American Heritage Commission, and the first Native American appointed by the Governor to the State Board of Education in California.

**The Third District** proudly serves the following communities: Flamingo Heights, Joshua Tree, Morongo Valley, Pioneertown, Twentynine Palms, Yucca Valley, Angelus Oaks, Big Bear City, Big Bear Lake, Big Bear Valley, Forest Falls, Seven Oaks, Sugarloaf, Colton (portion of), Grand Terrace, Highland, Loma Linda, Mentone, Oak Glen, Redlands, San Bernardino (portion of), Yucaipa, Barstow, Johnson Valley, Lucerne Valley.

*For additional information about the Third District, please visit our website:*

[www.sbcounty.gov/bosd3](http://www.sbcounty.gov/bosd3)



Desert Area



Mountain Area



Inland Empire Area

# Base Salary

**\$36,000 - \$48,000**

**Annually**

(Depending Upon Qualifications)



**Full-Time**

**Flexible Schedule**

The Third District Field Representative work schedule is flexible. The incumbent will be expected to work evenings, weekends, and holidays. *(Schedule may be subject to change depending on office needs.)*

## SUBMIT YOUR RESUME

Interested candidates are invited to apply for the **Third District Field Representative** by submitting a detailed resume to: [ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov).

**Resumes will be accepted until a sufficient number of qualified candidates have applied.**

**Interested candidates are encouraged to apply ASAP.**

***The most highly qualified candidates will be referred to the appointing authority for an interview.***



### Contact Information:

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