



COUNTY OF SAN BERNARDINO

ECONOMIC DEVELOPMENT AGENCY

The County of San Bernardino
invites applications for the position of:

Economic Development Administrator



www.sbcounty.gov/hr

The Position

The County of San Bernardino seeks a dynamic, highly motivated individual to lead the County's Economic Development Agency, which includes the Department of Economic Development, the Community Development and Housing Department, the Successor Agency to the County of San Bernardino Redevelopment Agency, and the Workforce Development Department. The **Economic Development Administrator** will administer and coordinate the activities of these departments while providing administrative and long-range planning direction for the County's Economic Development effort.

This position is in the unclassified service and serves at the pleasure of the County Executive Officer.

The Agency

The **Economic Development Agency's** mission is to create, maintain, and grow the economic value of the County of San Bernardino. This is accomplished by utilizing County resources to spur private investment, assist companies with site selection, expansion or relocation needs, develop an educated, highly-skilled, and resilient workforce, and elevate the quality of life for County residents.

The Agency provides services to all 24 cities and private economic development organizations within the County. Three departments within the Agency play an important role in ensuring the County of San Bernardino is well positioned to support expected resident and business growth. They provide vital resources for residents and businesses and create a solid platform for investment. These departments include: Community Development and Housing, Economic Development, and Workforce Development.

To learn more about the Agency and its role in supporting the County's Vision visit :

www.sbcountyadvantage.com

<http://cms.sbcounty.gov/cao-vision/home.aspx>



The Ideal Candidate

The **ideal candidate** will possess a combination of education and experience that includes a bachelor's degree in a relevant field and five years of progressively responsible experience that demonstrates proven success managing economic, workforce, and community development programs.

Additionally, the ideal candidate will be an effective manager with the vision and discipline to set and achieve strategic goals; possess excellent communication skills and the ability to build positive and effective relationships and foster collaborations; be creative, flexible, and solution-oriented; possess integrity; and demonstrate successful working relationships with the business and real estate communities, including NAIOP and CoreNet Global.

Most of all, the successful candidate must be committed to our County's Vision of a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.



**SEIZE
THE
ADVANTAGE**



Salary and Benefits

Total Compensation

up to:

\$220,263 annually

The salary and benefits package is highly competitive:



Retirement Benefits

- ⇒ Generous County Pension (www.sbcera.org)
- ⇒ Vested after 5 years
- ⇒ Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary (**up to \$13,560 annually**)
- ⇒ Eligible to participate in **457(b)** Deferred Compensation Plan with County contribution of one (1) times employee contribution up to 1% of base salary (**up to \$1,695 annually**)
- ⇒ County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund – VEBA (**up to \$4,662 annually**)

Example: Tier 2 employee with 30 years of service at age 60 receives a life-time pension allowance of 54% of highest earning year's compensation for life.

Health Benefits

- ⇒ Medical and dental insurance offered for employee and eligible dependents
- ⇒ Medical and dental premium subsidies to offset the cost of insurance premium - up to **\$12,795 annually**
- ⇒ Employer paid vision coverage for employee and eligible dependents
- ⇒ Eligible to participate in Flexible Spending Account with up to **\$1,040** annual County match

Paid Time Off

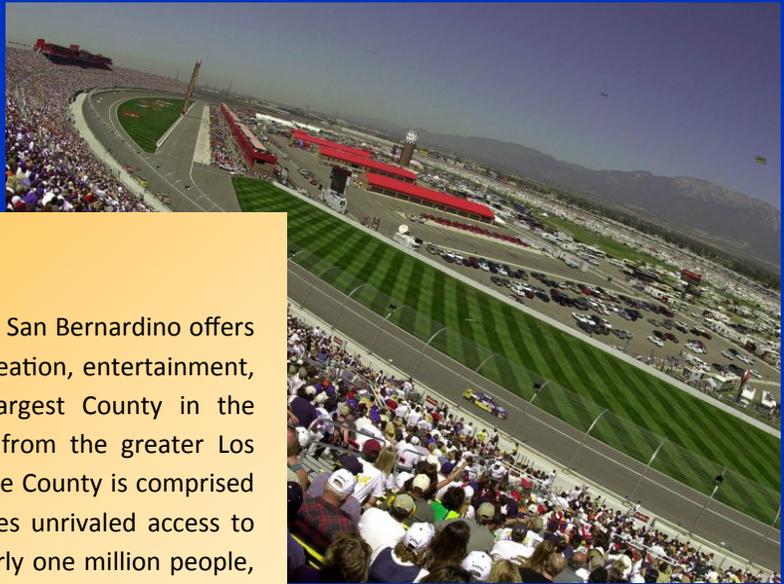
- ⇒ Vacation leave up to four (4) weeks annually with **cash-out option**
- ⇒ Administrative leave 80 hours annually
- ⇒ Sick leave 12 days annually with **unlimited accrual**
- ⇒ 14 paid holidays annually

Miscellaneous Benefits

- ⇒ Automobile allowance - **\$14,600 annually**
- ⇒ Portable communication device allowance - **\$2,400 annually**
- ⇒ \$1,000 tuition reimbursement annually
- ⇒ Healthy Lifestyle Program includes health club membership up to \$324 annually plus annual physical exam
- ⇒ Employer-paid term life insurance - \$50,000
- ⇒ Variable group universal life insurance with County contribution of 50% of one (1) time annual base salary
- ⇒ Long Term Disability 60% up to \$10,000 per month
- ⇒ Short Term Disability 55% up to \$1,533 per week
- ⇒ Eligible for Dependent Care Assistance Plan
- ⇒ No deduction for Social Security
- ⇒ **Relocation assistance available**

To view a complete list of Exempt Group B benefits visit:
www.sbcounty.gov/hr/Benefits_ByOccu.aspx

Annual Base Salary: \$169,511



The County

Located in the beautiful Inland Empire, the County of San Bernardino offers visitors and residents an exhilarating mixture of recreation, entertainment, academia, culture, history, and hospitality. The largest County in the contiguous United States, its vast borders stretch from the greater Los Angeles area to the Arizona and Nevada borders. The County is comprised of 24 cities, with over 2 million residents. It provides unrivaled access to local and global markets, a diverse workforce of nearly one million people, and an affordable quality of life. The region is well known for its unparalleled infrastructure, including most major Southern California freeways, two of the busiest rail lines in the country, the ports of Los Angeles and Long Beach, and several Southern California airports. The County's geographic diversity includes deserts, mountains, and arid valleys that enjoy an average 340 plus days of sunshine each year, making the County the ideal place to live, work, and play.



The County's recent short-term debt rating is SP-1+.

To Apply

Interested candidates are invited to apply for **Economic Development Administrator** online at www.sbcounty.gov/hr or by submitting a detailed resume to ExecRecruit@hr.sbcounty.gov.

Applications 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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Human Resources

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