



# County of Riverside



*invites your interest in the position of*

## **Deputy Director of Economic Development Agency**

Recruitment Services Provided by Ralph Andersen & Associates





## The Opportunity

*The County of Riverside is recruiting nationally for a highly experienced professional to serve as a Deputy Director of Economic Development Agency (EDA). This Deputy Director will be assigned to the Economic Development Division of the EDA and will be responsible for overseeing the work and activities of staff in the Economic Development and Marketing units, Office of Foreign Trade, and the Film and Television unit. The successful candidate will have a broad background in all aspects of economic development and will be a strong communicator with a proven track record of building trust and successful relationships in a global economy. This position will work closely with the Assistant County Executive Officer/EDA, Managing Director of EDA, Assistant Director, the Workforce Development Board, the Board of Supervisors, and Federal and State officials and agencies to promote and facilitate the planning and execution of the County's economic development strategic plan. This is an outstanding opportunity to bring leadership and organizational skills to bear with a focus on developing economic development programs to expand and diversify the Counties economy, generate job growth, and further expand the County of Riverside tax base. The new Deputy Director will be responsible for 20 full-time employees with a 2016 operating budget of approximately \$4.7 million.*

## Riverside County

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. All in all, Riverside County is a great place to live, work, and play.

With more than two million residents, Riverside County is the tenth most populous county in the U.S. and the fourth most populous county in California. The County spans 7,208 square miles and contains 28 cities. Combined with a reasonable cost of living, Riverside County's multi-faceted ecological environment has made it one of the nation's fastest growing counties for more than a decade. Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which makes it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California. Higher education facilities abound throughout the area, providing continuous educational opportunities for professional development.

Riverside County government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the progressive community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a non-partisan basis, to four-year staggered terms. The Board appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services.

## About EDA

Riverside County is transforming from a regional economic force to a leader in the global economy. The County's economic base is experiencing rapid change moving from a predominantly construction, retail and agricultural base to a thriving innovative center for healthcare, renewable energy, logistics and supply chain technologies, and advance manufacturing. The Economic Development Agency has grown over the years and currently operates with an annual budget of \$496 million and 830 full-time staff working in 22 divisions under the EDA umbrella.

### The mission of the Economic Development Agency (EDA) is to:

- Enhance the economic position of the County;
- Enhance the economic position of County residents;
- Maintain the environment;
- Improve quality of life;
- Encourage business growth;
- Build a positive business climate;
- Develop a trained workforce;
- Improve existing communities;
- Offer a variety of housing opportunities; and
- Provide cultural and entertainment activities.





## Overview of the Position

The Deputy Director of Economic Development Agency is appointed by, and reports to the Assistant Director or Managing Director of EDA. The Deputy Director is responsible for leading major technical units of the EDA's Economic Development Division as well as planning for future economic and business development needs and facilitating the planning and execution of the County's economic development strategic plan. This position prepares assigned budgets and ensures continued adherence to the parameters of the adopted budgets. The Deputy Director shall also develop and implement a program to attract new business enterprises to Riverside County. A critical role for this position is to establish and maintain key economic development partner relationships at both State and local levels. The Deputy Director must have excellent communication skills and be able to act as a liaison with and provide briefings to the Board of Supervisors, cities, industry associations, economic development organizations, private business firms, developers, brokers, public agencies, property owners, and the general public on proposed economic development initiatives and projects as well as clear and current data on economic trends impacting the County.

### Key responsibilities of this position include:

- Plan, organize, assign and supervise the work of a specialized program staff including setting work priorities, determining methods and procedures to be used, resolving problems, selecting alternatives, and overseeing the most complex and sensitive work; provide performance direction, leadership, guidance, counseling, and evaluation to assigned staff in Economic Development and Marketing Division;
- Direct, coordinate, monitor and evaluate the planning and execution of all Economic Development and Marketing activities; supervise, coordinate, and participate in the management of assigned projects; assign, supervise, and review the work of staff, consultants, and contractors assigned to projects;
- Oversee complex budget projects;
- Work closely with the various Chambers of Commerce, Economic Development groups, cities, and tribes to identify areas of opportunity in the promotion of business location, expansion, and retention;
- Oversee the marketing efforts of the County to include developing and implementing promotional and marketing programs and materials;
- Coordinate, monitor, and evaluate the effectiveness of various economic development programs and efforts, to include Innovation and Incubator programs, East Valley Coalition, Business Center, etc.;
- Collect, analyze, and compile economic, market, and demographic data for dissemination;
- Implement continuous quality improvement strategies to evaluate processes and ensure effective utilization of resources and achievement of goals; formulate, recommend, and/or implement action for improvement;

- Interpret and explain laws, rules, policies, and agreements to County officials, the business community, and the public;
- Keep abreast of all local, State, Federal, and other regulatory agency laws, rules, regulations, and policies applicable to assigned program to ensure compliance;
- To be an advocate and represent the County in all matters effecting the economy;
- Carry out the vision of the County with respect to economic development;
- Propose and promote legislation designed to stimulate economic, workforce, industrial, and community development; research and interpret Federal, State, and local legislation and regulations; monitor staff, external consultants and project sponsors for performance compliance and adherence to applicable federal laws and regulations;
- Develop and implement a comprehensive economic development strategy for the County and provide a regional strategy; and
- Represent the County with various economic organizations and other government agencies and formulate strategic partnerships.

## The Ideal Candidate

The ideal candidate will be adept at working in a fast paced and complex environment and possess proven leadership and management skills. The successful candidate is a confident, knowledgeable, and highly experienced economic development professional in either the public or private sector and will have an indisputable reputation for high standards of ethical conduct, integrity, and honesty. The ideal candidate will be committed to sustaining Riverside County's excellent quality of life for our communities by assisting in the development and growth of economic opportunities and organizations within Riverside County. A proven track record of establishing and maintaining effective working relationships with local, regional, State and Federal government agencies and private sector and international representatives associated with economic development is essential. The successful candidate will have outstanding written and oral communication skills, be a good listener, possess presentation expertise and be familiar with Federal and State economic development financial and non-financial assistance and incentive programs. Other key competencies and responsibilities of this position include the following:

### Exceptional leadership skills

- Display outstanding character, integrity, and professionalism;
- Ability to build consensus and provide a positive example;
- Consistently communicate and implement the County's mission; and





- The capacity to lead, promote, and articulate the EDA's commitment to its mission.

#### **Outstanding managerial skills**

- Extensive knowledge of current trends and issues that affect and influence all aspects of Economic Development;
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations; and
- A proven track record of identifying and evaluating specific organizational needs.

#### **A proven, effective communicator**

- Display an outgoing communicative style; one that is comfortable working with a variety of individuals at any level in the organization;
- A good listener; open and approachable to new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of stakeholders;
- Proactive at providing information to the EDA Assistant County Executive Officer, Managing Director of EDA, Assistant Director, Board of Supervisors, and other departments/staff; and
- Open, honest, and forthright in all communications.

In summary, the new Deputy Director of Economic Development Agency must have achieved a notable level of success in the area of transforming a regional economic force to a leader in the global economy.

## **Minimum Qualifications**

**Education:** A Bachelor's degree from an accredited college or university with major course work in economic development, business administration, public administration, or a related field of study is required.

**Experience:** This position requires a minimum of four (4) years of progressively responsible administrative and supervisory experience in economic development. Due to the size, scope, and complexities of this position, strong leadership skills and a sophisticated approach to economic development challenges is essential.

**Certifications:** Certified Economic Developer (CEcD) or Economic Development Finance Professional (EDFP) is a plus but not required.

**Final Selection and Appointment:** Human Resources will select the most highly qualified candidates for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the County of Riverside.



## **Compensation and Benefits**

The annual salary range for the Deputy Director of Economic Development Agency is from \$96,808 to \$156,144. Placement within the stated range will be based upon the selected candidate's experience and career history. In addition to a competitive salary, the County offers an excellent benefits package including:

- **Vehicle Use:** Use of a County vehicle.
- **Medical/Dental Insurance:** A flex benefit is provided in the amount of \$823 monthly. Vision coverage is provided through Vision Service Plan at no cost to employee or eligible dependents.
- **Post-Retirement Medical Contribution:** \$256 per month is available for retirees' health insurance through the County.
- **Retirement:** The County offers CalPERS Retirement for Classic Members (2%@60) and New Members (2%@62).
- **Deferred Compensation:** Two voluntary deferred compensation 457(b) plans are available.
- **Supplemental Retirement:** County contribution of \$50 per pay period towards 401(a) plan.
- **Annual Leave**
- **Holidays:** 12 paid holidays per year.
- **Bereavement Leave**
- **Long-Term Disability and Life Insurance**

## **To Be Considered**

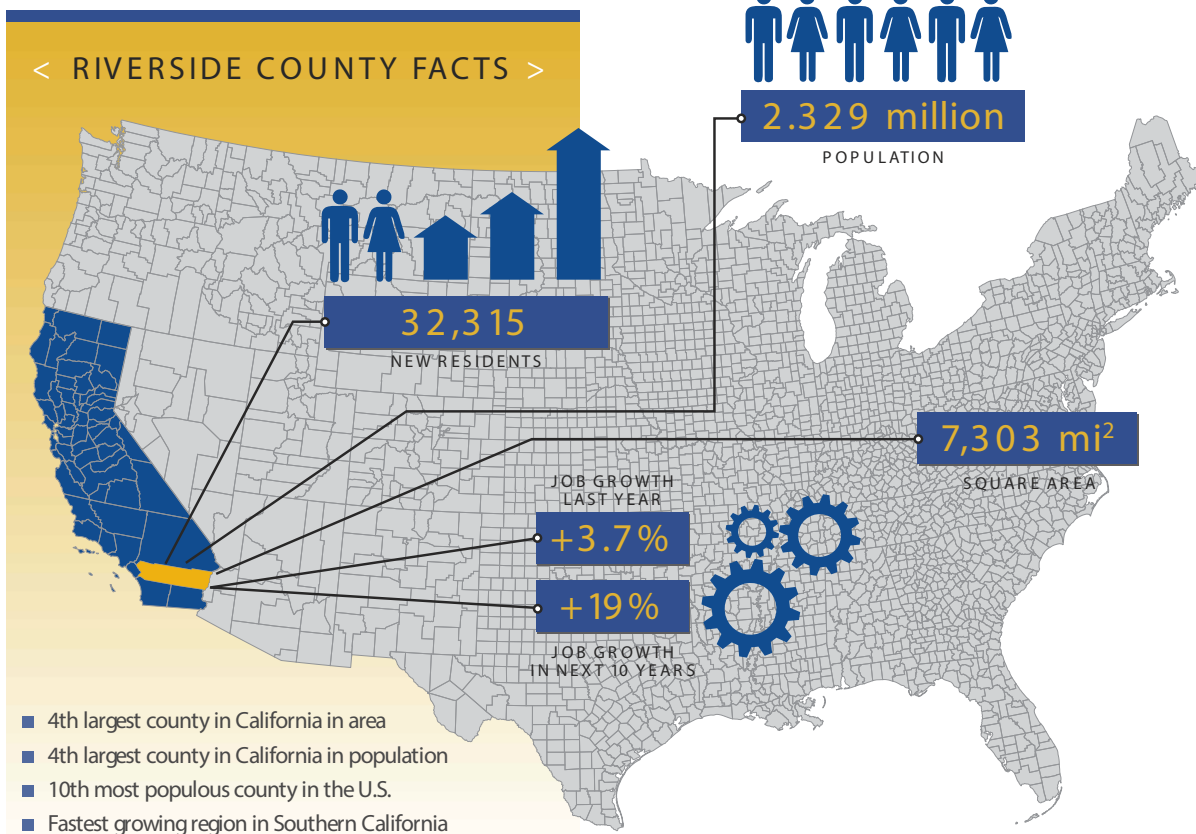
References will not be contacted until mutual interest has been established. The first review of resumes will take place on Friday, April 15, 2016. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, salary history, and six (6) professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Deputy Director of Economic Development Agency will join the County of Riverside in April 2016, or sooner. Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.



## Our Cities | Our Partners

City of Banning  
 City of Beaumont  
 City of Blythe  
 City of Calimesa  
 City of Canyon Lake  
 City of Cathedral City  
 City of Coachella  
 City of Corona  
 City of Desert Hot Springs  
 City of Eastvale  
 City of Hemet  
 City of Indian Wells  
 City of Indio  
 City of Jurupa Valley  
 City of Lake Elsinore  
 City of La Quinta  
 City of Menifee  
 City of Moreno Valley  
 City of Murrieta  
 City of Norco  
 City of Palm Desert  
 City of Palm Springs  
 City of Perris  
 City of Rancho Mirage  
 City of Riverside  
 City of San Jacinto  
 City of Temecula  
 City of Wildomar







EMPLOYMENT	Riverside County	San Bernardino County	Los Angeles County	California	United States
	Unemployment <b>6.1</b> Percent 969,200 Employed (December 2015)	Unemployment <b>5.8</b> Percent 875,700 Employed (December 2015)	Unemployment <b>5.8</b> Percent 4,687,200 Employed (December 2015)	Unemployment <b>5.8</b> Percent 17,842,900 Employed (December 2015)	Unemployment <b>4.8</b> Percent 149,703,000 Employed (December 2015)
REAL ESTATE	Industrial Vacancy Rate	Office Vacancy Rate	Retail Vacancy Rate	Home Sales	Median Home Price
	<b>3.3</b> Percent (Q4 2015)	<b>14.7</b> Percent (Q4 2015)	<b>9.8</b> Percent (Q4 2015)	<b>2,565</b> Single Family (December 2015)	<b>\$315</b> Thousand (December 2015)
ECONOMIC	Building Permits	Gross Domestic Product	Export Value	Total Nonfarm Employment	Establishments
	<b>6,761</b> Housing units (2014)	<b>\$122.7</b> Billion (2014)	<b>\$9.1</b> Billion (2014)	<b>1M+</b> 1,372,300 (December 2015)	<b>55.7</b> Thousand (Q2 2015)
DEMOGRAPHIC	Population	Median Age	Bachelor's Degree or Higher	Per Capita Income	Median Household Income
	<b>2.3M+</b> 2,329,271 (2014)	<b>34.8</b> Years Old (2014)	<b>20.7</b> Percent (2014)	<b>\$33.6</b> Thousand (2014)	<b>\$57.0</b> Thousand (2014)