



RURAL COUNTY REPRESENTATIVES  
OF CALIFORNIA

## Job Opening Economic Development Officer

### **ABOUT RURAL COUNTY REPRESENTATIVES OF CALIFORNIA (RCRC)**

Rural County Representatives of California (RCRC) ([www.rcrcnet.org](http://www.rcrcnet.org)) represents forty of California's fifty-eight counties at the state and federal levels relative to lobbying and advocacy on legislative and regulatory issues impacting rural counties. Economic, community, and business development activities focused on the same member counties, are implemented through one or more of RCRC's five affiliate entities – Golden State Connect Authority, Golden State Natural Resources, Golden State Finance Authority, National Homebuyer's Fund, and Environmental Services JPA. The sixth affiliate entity, Rural Advancement Inc., is a 501c3 organization focused on rural research and education. Each organization is governed by individual boards comprised of elected County Supervisors from member counties.

The Economic Development Officer will represent RCRC and work on behalf of its member counties to advance economic and community development initiatives and opportunities as a member of the RCRC Economic Development Team. Areas of focus and key initiatives are directed by the board adopted RCRC [Strategic Plan](#) and in pursuit of RCRC's mission of being the premier advocate and innovative service provider on behalf of California's rural counties.

**Please send resume and cover letter to Bob Burris, Deputy Chief Economic Development Officer at [bburris@rcrcnet.org](mailto:bburris@rcrcnet.org) no later than Friday, September 20, 2024.**

**Job Title:** Economic Development Officer  
**Department:** Economic Development  
**Reports To:** Chief Economic Development Officer  
**FLSA Status:** Exempt  
**Salary Range:** \$100,000 - \$150,000 – Depending on experience  
**Workplace:** In Office – Full-Time (Downtown Sacramento)

### **SUMMARY**

This position reports to the Chief Economic Development Officer and is responsible for the execution of the RCRC Strategic Plan that includes enhancement and support of existing rural economic development efforts, and identification and implementation of job and community investment generating opportunities, in pursuit of strengthening the economic foundations of California's rural communities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties may be assigned)*

#### **Local Economic Development**

- Work with economic development professionals in RCRC member counties to support or catalyze programs and projects that result in job and investment generation.
- Ability to identify and pursue opportunities that could be scaled into implementable projects via grant development, submission, and implementation.

1215 K Street, Suite 1650, Sacramento, CA 95814 | [www.rcrcnet.org](http://www.rcrcnet.org) | 916.447.4806 | Fax: 916.448.3154

- Develop knowledge of laws, regulations, technical assistance programs, financing programs and methods, and best practices relative to economic and community development subject areas.
- Identify programs and consult with program representatives that provide resources (technical and financial) in support of economic development activities from both the public and private sectors.
- Serve a point-person/connector to federal, state, and regional programs, as well as private investment opportunities on behalf of member counties.
- Prepare proposals for funding to support economic development activities, programs, and projects.
- Participate in industry and professional organizations and attend targeted industry conferences to promote rural California, and economic and community development projects and opportunities within rural California.

### **Industry Specific Economic Development**

- Support the development and execution of broadband projects undertaken by affiliate Golden State Connect Authority primarily, as well as industry-specific economic development projects (other infrastructure and forest health) in support of the RCRC Strategic Plan goals and objectives.
- Identify and pursue funding opportunities and programs –public, private, and philanthropic.
- Identify and develop coalition of partners and stakeholders for project support, as needed.

### **Support and Promote RCRC Members**

- Identify current and emerging issues related to rural economic development programs, projects, and initiatives. Collect data, conduct research, and develop briefing materials on potential actions to address issues and provide solutions.
- Review and provide feedback regarding state and federal legislation and regulation impacting rural economic development and job creation.
- Support communication and promotion of RCRC Strategic Plan goals and objectives.
- Communicate resource information, local successes, and best practices to economic development professionals via website, email, newsletter, meetings, etc.
- Provide technical assistance, as needed, to identify and advance member county economic and community development projects.

## **COMPETENCIES, KNOWLEDGE, and SKILLS**

To successfully execute duties associated with this position, candidate should have the following:

### **COMPETENCIES**

- Demonstration of attention to detail is essential.
- Must be able to participate in more than one assignment at a time with frequent interruptions, changes, and delays. Therefore, good organizational skills including the ability to multi-task, prioritize, work well under pressure and on deadline, are critical.
- Must be able to work constructively and professionally in an environment that may be stressful.
- Must be able to remain focused and work effectively efficiently, and positively under such circumstances.
- Must be able to work cooperatively with all levels of management and support staff as a team.
- Must maintain strict confidentiality and discretion, when required.
- Accountability for own actions and work product is required.
- Ability to anticipate potential areas of concern and make recommendations to avoid future problems – display initiative and pro-active business style.
- Ability to work independently, as member of a team, and with supervision
- Must be able to analyze and assess the relative advantages and disadvantages of alternative approaches and objectively develop sound recommendations.

### **KNOWLEDGE**

The individual must have proficient knowledge or ability to quickly develop knowledge in the following areas:

- Economic and community development
- Ability to Identify and develop resources for project success.
- Ability to identify best practices in economic development and apply to RCRC member counties.
- Understanding of economic development-related legislation and regulations

### **SKILLS**

The individual must demonstrate the following skills:

- Ability to build and manage collaborative partnerships and stakeholder relationships.

- Effective communication skills – both written and verbal
- Research and analytical skills.
- Possess strong organizational skills including the ability to multi-task, prioritize, and work well under pressure and on deadlines.

### **SUPERVISORY RESPONSIBILITIES**

No supervisory responsibilities required.

### **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

A degree in related field (economic development, economics, business, finance, etc.) is preferred although not required, and minimum of 5+ years of experience with demonstrated success in program and/or project management – ideally, but not required, in the field of economic development.

### **COMMUNICATION SKILLS**

The Economic Development Officer must have effective communication skills, both verbal and written. The ability to prepare clear reports and business correspondence in a professional manner is essential. Must be able to express himself or herself effectively when communicating ideas and concepts to co-workers, management, member county staff, and Board members. The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations is required.

### **REASONING ABILITY**

Ability to apply common sense is required. Ability to develop an understanding of required procedures and carry out instructions furnished in written, oral, diagram or schedule form.

### **PHYSICAL DEMANDS**

The physical demands are primarily those in an office environment and 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.

Must be able to work extended hours, days, weekends, and holidays when necessary. Occasional travel is required.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Economic Development Officer must be able to function responsibly and effectively within a fast-paced work environment; must have the ability to control multiple assignments; and must be able to adjust to rapidly changing priorities. Must be able to deal effectively and professionally with frequent interruptions. Must be able to work well with varied personalities and in a multi-cultural, diverse work environment. Employee must be available to work beyond normal business hours, weekends, and holidays when job requirements so dictate. All employees must contribute to building a positive team environment, treat others with courtesy and respect and support the organization's goals and values.

The duties will, for the most part, be performed in an office with controlled temperatures and fluorescent lighting throughout the office. The noise level in the work environment is usually moderate.

This is not necessarily an exhaustive list of all responsibilities, skills, abilities, duties, requirements, efforts, or working conditions associated with the job.