



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:**

**First Review of Application**  
**08/24/2020**  
**Open Until Filled**

**Economic Development Assistant  
Temporary, Part Time**

*Mono County, California*

**SALARY**

**\$18.00/hour**

The County of Mono is accepting applications for a Temporary Part Time Economic Development Assistant with the Economic Development Department located in Mono County, with occasional travel throughout the county communities. This position will coordinate with the Economic Development Director.

**Example of Duties:**

1. Keep a variety of financial, statistical, and other specialized records; operate office equipment, personal computer, using Microsoft Word, Excel, Outlook, PowerPoint, Internet, tourism website, CRM and CMS programs, and social media sites.
2. Required to assist with compiling and distribution of reports, daily operations of Economic Development, attend meetings (virtually) and take meeting minutes, conduct research, support staff in assigned project-based work, and maintain inventory of supplies.
3. Prepare invoices, agendas and meeting packets; maintain and update tourism/economic development websites and database systems.

**Definition:** We are currently recruiting for a temporary, part-time, un-benefited Economic Development Assistant position, beginning immediately and not to exceed 6 months. Under supervision, the Assistant performs a variety of office and coordination support for Economic Development Department including but not limited to: professional phone duties, data entry, e-mail correspondence, research and reports, maintenance and updating of tourism/economic development websites, database management and E-Newsletter design and distribution, assistance with social media channels and media relations; processing invoices, contracts and assisting with budget management, coordinating marketing/advertising projects, interacting with clients, vendors and visitors (virtually and/or distanced), and other office support functions.

**Knowledge of:**

- Mono County and its outdoor recreation assets, attractions, geography, agencies, etc.
- Professional phone etiquette
- Microsoft Word, Excel, Access, Outlook, Windows Explorer; Constant Contact, Social Media (Facebook, Instagram, etc.); online ordering
- Website development and administration, Customer Relationship Management and Content Management Systems
- Database management and communication through Constant Contact
- Advertising and marketing in tourism/economic development fields
- Operations of phone, office equipment and postage; filing systems
- Excellent oral and written communication; compose correspondence using correct English usage, spelling, grammar, punctuation
- Organizational skills & mathematics
- Financial and statistical records keeping
- Problem solving and decision-making techniques
- Exceptional customer service and public relations

**Ability and willingness to:**

- Take direction but be self-motivated on assigned tasks and projects
- Maintains a variety of statistical or other specialized records, post and update information to keep records current
- Update, maintain and assist in development of tourism and economic development websites, account management system and visitor database
- Research data: gather, organize, & summarize data and information, organize filing & archiving of documents
- Read, interpret, and apply a variety of rules, regulations, and policies related to functions and services of the assigned area
- Advises supervisor of any issues to ensure excellent customer service and to address orderly and efficient operations
- Multi-task and work well under pressure while maintaining focus and attention to detail
- Verbally express ideas, concepts and directions clearly and concisely; professional phone and reception etiquette
- Express written thoughts logically and professionally, with correct spelling/grammar; correspond by email and through Social Media channels
- Distribute brochures and promotional materials throughout county
- Support manager including, preparation of documents, reports, presentations and follow-up on timelines and deliverables
- Attend meetings, prepare meeting minutes, agendas, and action items
- Assist in organizing online seminars and workshops
- Update and maintain accurate records and information in computerized systems and databases

**Minimum Qualifications:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Preference will be given to candidates with experience in website development, CRM/CMS, and marketing and advertising in tourism/economic development industry. The ideal candidate will possess a good functional knowledge of Microsoft-based products and be highly organized with excellent customer service ethic and strong written communication skills.

**Special Requirements:** Valid Driver's license and ability to travel within Mono and Inyo counties on occasion; ability to lift boxes, etc. up to 50lbs and to stand/sit/drive for extended periods of time.

**Application Process:** The information provided on the County Job Application, answers to the two written questions below, and attached resume will be used to identify those candidates best meeting the County's needs. Resumes are not accepted in lieu of fully completing and submitting the County job application. All applications will be accepted; however only those meeting the qualifications will be contacted for an interview.

**Please respond to the following questions as they relate to your own experience and training.**

**Question 1:** We assume you have read and understand the job flyer for the position. Describe your education and experience as they relate to this position.

**Question 2:** Tell us what part of this position appeals to you the most as it relates to your experience.

PHASE 1: Determining interview candidates that include an application, resume and answers to the questions above.

PHASE 2: The exam process will include a virtual interview, as well as a practical demonstration of the required knowledge and abilities through a writing sample responding to at least one additional question during the interview.

**COUNTY OF MONO HUMAN RESOURCES – EOE**

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