



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

PROJECT COORDINATOR

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Agriculture
LOCATION: Countywide
SALARY: Range 66 \$4489 \$4716 \$4959 \$5202 \$5464
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under general supervision, perform a variety of field and office work; assist with and administer grants and projects for both Owens Valley Mosquito Abatement Program (OVMAP) and the Eastern Sierra Weed Management Area (ESWMA) units within the Agricultural Commissioner's Office, in cooperation with field supervision staff; manage the OVMAP and ESWMA finances and assist with budgets; track grant and other funding opportunities; work with senior staff to write and submit proposals for funding; compile, interpret and present OVMAP and ESWMA data and issues to the public, county officials, and other agencies; conduct surveys and research; assist with and conduct public meetings and information preparation and distribution; maintain records; prepare reports, graphics, maps, and presentation materials, and perform other duties as required.

ESSENTIAL JOB DUTIES: Work in concert with field supervision staff to maintain effective OVMAP and ESWMA programs; write, assemble and submit various grants and agreements to ensure OVMAP and ESWMA maintain effectiveness; compile data provided by field staff and present in form of GIS maps, reports, and field surveys to various entities; provide customer service and assistance through logging of complaints, as well as the ability to communicate in a positive and effective manner; manage the OVMAP and ESWMA finances, including monitoring project finances, contracts and billing in coordination with the Auditor and other staff; assist with audits and budgets; coordinate the department's filing and office maintenance needs; assist associated commissions and boards, including preparing, distributing and posting agendas and minutes; prepare well-written and well-organized reports, memoranda and correspondence; investigate and follow up complaints; accumulate and analyze statistics for reports, prepare graphs, charts, exhibits and illustrations; conduct surveys and research; assist with and conduct public meetings; information preparation and distribution; maintain records; assist in training staff members as needed.

EMPLOYMENT STANDARDS

Education/Experience: Equivalent to graduation from a four-year college or university with major coursework in biology or a related field. Two years of full-time experience in a mosquito or weed abatement program, public administration, governmental accounting, or a closely related field may substitute for the required education on a year-for-year basis.

Knowledge of: Techniques used in compiling and interpreting data, and presenting it in graphic and written forms; instruments, methods, and symbols used in mapping; administrative techniques, including project management, accounting, budget, and organizational analysis; research and investigative techniques and procedures; well-developed computer skills such as internet research, email, word processing, geographic information systems, databases, accounting, and spreadsheets; public presentation tactics; advanced writing skills including punctuation, grammar, organization, and appropriate format.

Physical ability to: Work in a busy office environment with the ability to sit for extended periods, stand, walk up to one mile on terrain that may not always be level, kneel, stoop, squat, twist, and lift and carry up to 20 pounds; occasional field work and tours will require outdoor exposure, sometimes in adverse weather conditions.

Ability to: Communicate and present information to County staff, public officials and the general public clearly, accurately, and tactfully; prepare well-written and well-organized reports, memoranda and correspondence; prepare and submit grant applications and agreements with other agencies and groups; prepare graphs, charts, and exhibits, for reports; operate a computer and software including internet, email, word processing, spreadsheets, databases, website development, accounting, and geographic information systems; prepare neat and accurate charts and graphs; take direction from multiple sources and complete tasks on a deadline; seek direction and prioritize tasks; assist in and manage meeting development and set up; collect and analyze data.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must be willing and available for overnight travel. Must be available to work overtime as necessary.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED TO FILL FUTURE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.