



COUNTY OF KAUAI
Department of Human Resources
4444 Rice Street, Suite 140
Lihue, Kauai, HI 96766

<http://www.kauai.gov/HumanResources>

INVITES APPLICATIONS FOR THE POSITION OF:
Economic Development Specialist IV (Agriculture Specialist) (SR-24)
An Equal Opportunity Employer

SALARY

\$4,968.00 Monthly \$59,616.00 Annually

Salary rate is determined by collective bargaining agreements or Pay Administration Policy as applicable.

OPENING DATE: 06/02/19

CLOSING DATE: 06/12/19

Please note that this recruitment will close at 4:30 p.m. HST on June 12, 2019.

EXEMPT APPOINTMENT

This posting is for the County of Kauai, Office of Economic Development
Recruitment No.: EXEMPT-1819-052

If you have any questions regarding this non-civil service exempt position, please contact the County of Kauai, Office of Economic Development at (808)-241-4946 (Monday - Friday, 7:45 a.m. to 4:30 p.m. HST).

DUTIES SUMMARY Under the direction of the Director of the Office of Economic Development, this specialist plans, promotes, and develops programs to enhance the economic vitality and sustainability of agriculture businesses in Kauai County.

Works with individuals and organizations to increase the viability of the agriculture industry through product diversification, technical assistance, promotion of local products, and value-added opportunities. Provides direction for the development and promotion of county agricultural resources and supports the efforts of local farms and farmers. The work involves technical assistance to farmers, marketing, outreach, promotion, general business assistance, education, finance opportunities such as grants, Provides oversight of the Kauai County Sunshine Market Program working with the Sunshine Market Monitor.

MINIMUM QUALIFICATION REQUIREMENTS Qualifying work experiences are credited based on a 40-hour work week.

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in marketing, business administration, public administration, economics, finance, foreign trade, or a related field and four years of responsible work experience involving the compilation, examination, analysis, and interpretation of statistical and other data.

License Requirement: Possession of a valid Hawaii State driver's license (Type 3).

Knowledge of: Principles and theories of marketing management including pricing, distribution and sales organization, advertising media and promotion, marketing research, and competitive relationships; general knowledge of business management principles, financing, and credit practices; general knowledge of trade restrictions and control; operations and structure of product promotion organizations; industrial and agricultural development techniques; advanced statistical research methods and techniques; sources of information on economic and business subjects; local and State economic trends; public relations; supportive governmental programs available to businesses.

Ability to: Plan, organize and independently conduct complex research on business and economic subjects; apply theories and principles of marketing and industrial and agricultural development; identify marketing needs of various products and commodities and develop effective plans for the resolution of problems in the area; establish and maintain effective working relationships with others; communicate effectively orally and written; maintains an awareness of mainland and foreign marketing conditions and trends, prepare comprehensive reports based on research findings.

Health and Physical Condition Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

ADDITIONAL JOB INFORMATION

Required Forms and Documentation:

1. Evidence of education (degree or transcript). A legible photo copy of an official transcript will be accepted. DHR reserves the right to request for an official copy.
2. Copy of a valid motor vehicle operator's license (Hawaii Type 3 or equivalent).

Note: Transcripts downloaded from the internet are not acceptable. Copy of your education degree or transcripts and valid driver's license must be submitted in order to be given credit. Copies will not be returned. Mail or drop off: Department of Human Resources, 4444 Rice Street, Suite 140, Lihue, HI 96766 or email at hrrecruitment@kauai.gov within **7 calendar days** from filing this application. Office hours are Monday through Friday (except holidays) from 7:45 a.m. to 4:30 p.m.

Apply on line at www.kauai.gov and click on Employment Opportunities, then click on JOB OPPORTUNITIES LISTING. You will be able to view the job announcement and apply for this position and any position that is currently open.

Direct all inquiries regarding this position to the Office of Economic Development at (808) 241-4946.

For further information about Equal Employment Opportunity, the Merit Civil Service System, Citizenship and other requirements, Reasonable Accommodation, Veterans Preference, Examination Requirements, and the Internal Complaint and Merit Appeals Board Processes, please visit our website at www.kauai.gov.

NOTE: Persons selected for employment will be required to pass a suitability background investigation which may include, but not limited to, an oral interview, reference check, drug screening, pre-employment medical exam, psychological assessment, polygraph test, as applicable to the position to their employment.

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EXAM #EXEMPT-1819-053
ECONOMIC DEVELOPMENT SPECIALIST IV Agriculture Specialist) (SR-24)
ET

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WHO CAN APPLY

CITIZENSHIP AND RESIDENCE: You must be a citizen, permanent resident alien, or national of the United States, however, if you are a non-citizen with unlimited employment authorization from the U.S. Immigration & Naturalization Service, you may also apply. All persons seeking employment with the government of the State or in the service of any county shall also become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment. You must provide evidence verifying your citizenship or alien registration status and employment authorization in the United States at the time of application.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service. To receive 10 Veterans' Preference Points, submit a copy of an official statement/letter from the U.S. Department of Veteran Affairs or armed service dated within the past 12 months which confirms your qualification to receive 10 points preference. Please note, veterans' preference points will not be applied to promotional and exempt positions.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The County of Kauai is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should contact our office during business hours at (808) 241-4956 at the time of application but no later than ten (10) calendar days prior to the examination date and be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

SUITABILITY REQUIREMENTS: **Note: Persons selected for employment are required to pass a pre-employment suitability background investigation which may include, but not limited to an oral interview, reference check, drug screening, pre-employment medical exam, psychological assessment, and polygraph test as applicable to the position prior to their employment.**

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience and other public employment requirements for County Civil Service employment. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

Qualified candidates are placed on an eligible list in descending order, based on their examination scores and availability for employment. Referrals for job vacancies are made in descending order, starting with the highest scores. In addition, veterans whose veterans' preference points enable them to equal or exceed the score of the lowest referred eligible will also be referred. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list. Eligible lists are effective for at least six months, and may be extended. We will not withhold the referral of names of eligibles for employment consideration because of the applicant's failure to provide accurate and complete information concerning your qualifications.

HOW DO I APPLY?

Go to the County of Kauai (www.kauai.gov) website to view current job openings. From your job search results, click on the job title to view the Career Opportunity Announcement. Click on the "apply" link. If you are a first time user, you must set up your account, or if you have already set up your account, simply log in and complete your application. If you are applying for the first time, an e-mail address will be required to apply online. **Do not use another person's e-mail or NEOGOV account.** If you do not have an e-mail address, you can sign up for free e-mail through various services such as Hotmail, Yahoo! Mail, or Excite. Applications submitted electronically must be submitted by 4:30 p.m. (HST) of the announced last day for filing applications. Online applications are now available 24 hours a day and 7 days a week for your convenience. Complete the application by the deadline stated. For positions indicated "CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET", notice of the last day to apply will be posted in our office and on the website.

For more information, please visit our website www.kauai.gov, or call (808) 241-4956; Telecommunication Relay Service: 711, Video Relay Service: 877-467-4877

EXAMINATION: Unless otherwise specified in this announcement, you must qualify on an appropriate examination designed to measure applicants' knowledge and skills and abilities necessary for satisfactory performance of the duties and responsibilities of this class of work. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination. Please be prompt. There will be no admittance once the door is closed.

If you must take an examination but require special accommodation, auxiliary aid or assistance, please call 241-4956 ten (10) calendar days prior to the reporting date. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility. If you selected to be notified by email, you are responsible for monitoring instructions and correspondence from this office by checking your email account in a timely manner. To ensure proper delivery, please make sure you:

- Use a valid email account;
- Verify your email address is entered correctly on your Government Jobs account;
- Check your spam folders; and
- Add info@governmentjobs.com to your contact list.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should request an administrative review with the Department of Human Resources. This must be done within ten (10) calendar days following the date of your notice. **If you do not submit your request within the ten day limit, no administrative review will be conducted.** A request for an administrative review shall not delay, prevent or invalidate the certification of names from the eligible list nor the appointment of a person from that list.

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Human Resources, you may appeal to the County of Kauai Civil Service Commission within twenty (20) days from the date your notice was sent. Appeals to the Commission must be in writing and sent to: County of Kauai Civil Service Commission, 4444 Rice Street, Suite 150, Lihue, HI 96766. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

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- Use a valid email account;
- Verify your email address is entered correctly on your Government Jobs account;
- Check your spam folders; and
- Add info@governmentjobs.com to your contact list.

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