



-EMPLOYMENT OPPORTUNITY-

**MANAGEMENT ANALYST/  
FOOD & FARM POLICY COUNCIL  
– PART TIME**

**OFFICE:** BOARD OF COUNTY COMMISSIONERS  
**SALARY RANGE:** \$26,769 - \$34,164/ANNUAL (Based on 20 Hour Work Week)  
**OPENING DATE:** OCTOBER 28, 2009  
**CLOSING DATE:** NOVEMBER 16, 2009 (APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE ON OR BEFORE THE CLOSING DATE.)

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Supplemental Questionnaire
3. Letter of Interest
4. Resume (Preferred)

**GENERAL STATEMENT:** Under the policy direction of the Kitsap County Board of Commissioners, the Food & Farm Policy Council Coordinator coordinates the Kitsap County Food & Farm Policy Council activities. This is professional and technical work to facilitate the Council's charge related to agriculture and food systems in Kitsap County. The mission is to "partner with communities, businesses, agriculture and government to develop integrated and sustainable food policy and actions. "The Council will advise on issues of food production, distribution and access in Kitsap County and help Kitsap residents understand and support locally grown products." An employee in this position is responsible for scheduling planning sessions, facilitating program implementation, data collection and analysis, and report and grant writing. Work assignments are received with general and limited technical instruction and the employee is expected to exercise independent judgment and make decisions within accepted protocol.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in public or business administration, political science, economics, law, or related field from a college or university accredited by an agency recognized by the US Department of Education, and progressively responsible administrative experience directly relating to the duties of this position is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and abilities required to perform the job. A Master's degree in a related field is desirable. Experience in local food systems or community sustainability program planning and administration is highly desirable. Marketing experience preferred.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:** Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance

**This position is FLSA exempt.**

**As an "at will" appointed position, the employee's continued employment with the County is at the discretion of the Commissioners and the County Administrator, and the employee's appointment may be revoked at any time with or without cause and without right to appeal.**

**\* This is a grant funded position. Funding is available for approximately three years. Kitsap County will continue to apply for funding as available but continued employment is contingent upon continued funding.**

Examiner: Erin Neff

Kitsap County is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation or veteran status. Kitsap County provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. If you wish more information, contact Kitsap County Personnel Division.

# INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

## READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
  - a. Available at the Kitsap County Personnel office
  - b. Copy the back of the application before completing it
  - c. Print out continuation sheets on our web site
  - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

**IN PERSON:** Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

**BY MAIL THROUGH USPS:** Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

**MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS:** Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

**BY FAX:** (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

## KITSAP COUNTY CLASSIFICATION DESCRIPTION

**TITLE:** MANAGEMENT ANALYST/FOOD & FARM POLICY COUNCIL

**DEPARTMENT:** Board of Commissioners

**REPORTS TO:** Commissioners

### **GENERAL STATEMENT:**

Under the policy direction of the Kitsap County Board of Commissioners, the Food & Farm Policy Council Coordinator coordinates the Kitsap County Food & Farm Policy Council activities. This is professional and technical work to facilitate the Council's charge related to agriculture and food systems in Kitsap County. The mission is to "partner with communities, businesses, agriculture and government to develop integrated and sustainable food policy and actions. "The Council will advise on issues of food production, distribution and access in Kitsap County and help Kitsap residents understand and support locally grown products."

An employee in this position is responsible for scheduling planning sessions, facilitating program implementation, data collection and analysis and report and grant writing. Work assignments are received with general and limited technical instruction and the employee is expected to exercise independent judgment and make decisions within accepted protocol.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

### Essential Job Functions:

Coordinate program planning, priorities and service delivery strategies with the Council as well as resource agencies and other County departments, organizations and individuals as necessary. Keep Council apprised of relevant Kitsap County internal decisions.

Act as the Food & Farm Policy Council advisor/facilitator providing guidance for their activities and directives. Attend Council functions including monthly meetings. Regularly inform the Commissioners, Council, and other involved parties of progress made toward meeting the Council's mission.

Support Council with development of comprehensive short- and long-range goals, implementation strategies and plans, budgets, and contract documents that align with the Council's mission.

Develop and maintain a marketing plan and website for local food systems information in collaboration with Council and resource partners. Evaluate marketing plan effectiveness.

Provide Council recommendations to the Board of County Commissioners regarding County policies and procedures that address issues affecting the Kitsap food system.

Conduct research to assist Commissioners in decision-making on a variety of issues, prepare written analysis, summarize issues and make recommendations.

Research and prepare responses to constituency concerns or problems.

Develop and maintain relationships with farmers, agricultural interests, markets, government officials, health and nutrition expertise, educators and technical experts, and others involved in food system

revitalization that supports healthy people, communities, economies and the environment. Develop and foster a network of professionals in similar positions in the Puget Sound region.

Research, identify, and prepare applications to obtain funding for various projects, studies, or programs. Monitor award(s) for compliance with funding stipulations; complete and return funding documentation to funding source.

Research and compile data. Prepare special studies, reports, funding proposals and statistical information for Council matters, advocacy, and legislative support activities.

Assist in developing and negotiating County working agreements and contracts and maintain policy and program development liaison with appropriate federal, state and local organizations.

Evaluate project and program effectiveness and efficiency. Identify monitoring methodologies; gather, evaluate and interpret data; prepare and deliver reports and/or presentations for Council and other interested parties. Initiate and recommend new programs, program modifications and corrective action. Conduct follow-up on recommendations to assure compliance with fiscal or programmatic changes.

Develop and maintain a record-keeping system that provides for the evaluation, control and documentation of assigned operations.

Prepare and submit status reports accounting for staff time and resources dedicated to multiple grant funded activities.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Prepare press releases and respond to media inquiries on certain issues, as needed.

#### Other Job Duties:

Perform other related duties as assigned.

#### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. Attendance at meetings may sometimes require working evening and irregular hours. The incumbent must have the ability to use a computer terminal/personal computer and communicate effectively, orally and in writing.

#### **KNOWLEDGE & ABILITIES:**

Knowledge of: Planning principles, practices, and techniques as they relate to promoting community involvement with special emphasis on promoting local foods and farming and/or community sustainability; techniques for formulation and implementation of goals and work plans; research methods, including data collection and analysis; principles of marketing; principles and techniques of program evaluation and monitoring; meeting facilitation skills; principles and practices of budget development and monitoring; grant writing and monitoring practices; application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.

Ability to: Independently initiate, plan and complete work assignments. Design and implement goals and work plans; monitor and evaluate systems; conduct analytical research studies; effectively respond to and reconcile competing interests as they affect the planning and operation of programs; establish and maintain effective working relationships with council members, communities, businesses, agriculture, and government, supervisor, department staff, other County departments, and other organizations and individuals as necessary; communicate effectively, both orally and in writing and make effective public presentations of complex information; establish and maintain accurate records of assigned activities and operations; produce clear and concise reports of funds expended towards multiple grant activities.

### **QUALIFICATIONS:**

Bachelor's degree in public or business administration, political science, economics, law, or related field from a college or university accredited by an agency recognized by the US Department of Education, and progressively responsible administrative experience directly relating to the duties of this position is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and abilities required to perform the job. A Master's degree in a related field is desirable.

Experience in local food systems or community sustainability program planning and administration is highly desirable. Marketing experience preferred.

### **LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance

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# KITSAP COUNTY

## EMPLOYMENT APPLICATION

**Personnel Division**  
 614 Division St, MS-23  
 Port Orchard, WA 98366-4676  
 (360) 337-7185  
 Fax (360) 337-7187  
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ( )
Mailing Address			Cell Phone # ( )
City	State	Zip	Email address:

Alternative contact info: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations?  Yes  No

Can you provide proof of citizenship, visa or alien registration if hired?  Yes  No

Have you ever been employed by Kitsap County?  Yes  No Dates: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Do you have any relatives currently working for Kitsap County?  Yes  No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years?  Yes  No

Offense \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Offense \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position?  Yes  No

### EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D?  Yes  No Location \_\_\_\_\_

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license?  Yes  No State of Issue: \_\_\_\_\_

List computer software programs you have used: \_\_\_\_\_

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**EMPLOYMENT HISTORY** – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

<b>FOR OFFICE USE ONLY</b>	
Address Book # _____	Requisition # _____

May we contact this employer?  yes  no  contact me first

<b>1</b>	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer?  yes  no  contact me first

<b>2</b>	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer?  yes  no  contact me first

<b>3</b>	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

**AGREEMENT AND RELEASE**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**KITSAP COUNTY PERSONNEL  
SUPPLEMENTAL QUESTIONNAIRE  
MANAGEMENT ANALYST/FOOD & FARM POLICY COUNCIL – PART TIME**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSTRUCTIONS:** This questionnaire is an effort to assist you and the Kitsap County Personnel Department in determining whether or not you meet the qualifications for the position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, and your title. Be sure your responses coincide with those listed on the County application and that you include all of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

May we contact you through email for all correspondence regarding this position?  
 YES – If yes, please provide a reliable email address: \_\_\_\_\_  
 NO

1. Describe your role, experience, and responsibility with program planning and/or administration of local food systems or community sustainability programs.

\_\_\_\_\_ to \_\_\_\_\_  
Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe your role and responsibilities with boards, councils, or committees that you have served on or staffed.

\_\_\_\_\_ to \_\_\_\_\_  
Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Describe your role and experience with programs or services in which you were required to facilitate community interaction and/or inclusion.

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Describe your experience with grant writing, including acquisition, oversight, and reimbursement.

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
 Company Name                      Mo/Yr                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Describe your role and experience with facilitating discussions and/or delivering public presentations.

\_\_\_\_\_ to \_\_\_\_\_  
Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe your experience with developing and implementing marketing campaigns. Include information on your role in promoting local foods and farming or community sustainability programs or services.

\_\_\_\_\_ to \_\_\_\_\_  
Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe your experience with research, analysis, report preparation, and presenting reports.

\_\_\_\_\_  
Company Name                      Mo/Yr                      to                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Company Name                      Mo/Yr                      to                      Mo/Yr                      Hrs/Week                      Your Title

Brief description of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts from an accredited college or university are on file. Accreditation must be by an agency recognized by the U.S. Department of Education. Please attach a copy of your transcripts or diploma. If requesting transcripts from your educational institution, they may be sent to Kitsap County Personnel, 614 Division Street, MS-23, Port Orchard, WA 98366-4676.

**I have read the job description for this position and am able and willing to perform the essential functions and I certify that answers given herein are true and complete to the best of my knowledge.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# KITSAP COUNTY

## Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

### RECRUITING SOURCE

Where did you first learn of this position?

- Kitsap County Website (kitsapgov.com)
- Kitsap County Job Posting Board
- Kitsap County Job Line
- Job Posting at Other Public Agency
- Referred by County Employee
- Referred by Friend
- Worksource
- AWC Jobnet
- Courthouse Journal
- Careers in Government
- Jobs Available Online
- Jobs Available Publication
- Government Jobs Website
- Posted at Professional Associations
- Idaho Statesman
- Idaho Statesman Online
- Other...Specify Source \_\_\_\_\_

- Career Builders Online
- Yahoo.com
- Craig's List.com
- Jobdango.com
- Monster.com
- Kitsap Sun Newspaper
- Seattle Times
- Seattle Times Online
- Kitsap Newsgroup Newspaper
- Spokesman Review
- Oregonian
- Oregonian Online
- Tacoma News Tribune
- Tacoma News Tribune Online
- Olympian
- Olympian Online

FOR OFFICE USE ONLY

Address Book #

Requisition #