



The County of San Diego  
Health and Human Services Agency

*Invites resumes for the position of*



Assistant Director,  
Departmental Operations

## *The Position*

The County of San Diego is seeking a dynamic leader to fill an immediate Executive Management vacancy for Assistant Director, Departmental Operations.

We are looking for an individual with strong leadership and management skills to be responsible for direct operational oversight and coordination of multiple sections/groups within Behavioral Health Services.

Duties may include, but are not limited to:

- Plans, directs, coordinates, and evaluates the day-to-day activities of the Department
- Assists in developing the department's annual budget, and monitors revenue and expenditure transactions
- Conducts fiscal analysis and prepares cost projections
- Monitors contract administration
- Assists and advises in the planning, implementation, and evaluation of policies and programs
- Manages requests from the Health and Human Services Agency Administration and Board of Supervisors
- Identifies problems and formulates appropriate solutions
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the department's mission, objectives and service expectations; participates in programs and activities that promote workplace diversity and a positive employee relations environment
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups
- Supervises subordinate staff

To view the complete job description for this position, click [here](#).





## *The Ideal Candidate*

The ideal candidate will possess a strong management/operational background with vast experience in Health and Social Services.

Knowledge of the General Management System (GMS) of the County of San Diego in principle and practice is highly desirable as well as the ability to identify fiscal, program, and human resources challenges and develop and recommend solutions.

The ideal candidate will:

- Dedicate himself or herself to the highest ethical standards, ensure responsible stewardship of all that is entrusted to the department, and be committed to excellence
- Be able to identify and resolve problems as they arise
- Demonstrate experience in building and supporting mutually beneficial relationships with other organizations, associations, and community contacts.
- Demonstrate experience in exercising appropriate judgment and political/organizational acumen
- Be able to manage a diverse group of employees through the use of excellent interpersonal skills
- Be able to communicate with tact effectively both verbally and in writing,
- Be comfortable giving briefings and presentations to the Board of Supervisors and the public
- Be able to prepare executive level reports and correspondence, and communicate technical information in a format that is easy to understand
- Above all, be committed to customer service

The ideal candidate will also possess a professional history that demonstrates the following necessary leadership competencies and attributes:

- Actively seeks opportunities to improve status quo
- Anticipates and prepares for opportunities not obvious to others
- Persists over time in the face of obstacles; tenacious
- Commits self and others to improve performance and reach challenging goals
- Carefully adapts message to others
- Consensus Builder skills
- Demonstrates strong teamwork and collaboration



## *The Ideal Candidate...continued*

- Carefully considers implications and impact of decisions across time and on others
- Candidly addresses and confronts performance issues
- Demonstrates an understanding of multiple stakeholder needs
- Can negotiate well; settle differences and maintain relationships

To learn more about the Leadership Development Model competencies, click [here](#).

## *The Department*

The Health and Human Services Agency is one of five groups or divisions of the San Diego County government. The Agency provides a broad range of health and social services, promoting wellness, self-sufficiency, and a better quality of life for all individuals and families in San Diego County.

To learn more about the Health and Human Services Agency, click [here](#).

Behavioral Health Services (BHS) falls under the Health and Human Services Agency and provides mental health and alcohol or other drug services for children, youth, families, adults, and older adults.

BHS promotes recovery and well-being through prevention, treatment, and intervention, as well as integrated services for clients experiencing both mental illness and alcohol or other drug issues. Services are offered through contracted providers and County-operated facilities.

To learn more about the Health and Human Services Agency's Behavioral Health Services, click [here](#).

## *General Management System*

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.



## *Live Well San Diego*

The Health and Human Services Agency (HHS) is committed to Building Better Health, Fostering Safe Communities, and Promoting Thriving Families through its *Live Well San Diego* initiative.



To learn more about the *Live Well San Diego* initiative, click [here](#).

## *Education and Experience*

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four years of management level experience and at least one year of supervision.

Note: A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

## *Compensation*

The hiring range for this position is between \$115,000 and \$125,000, depending upon qualifications.

## *Benefits*



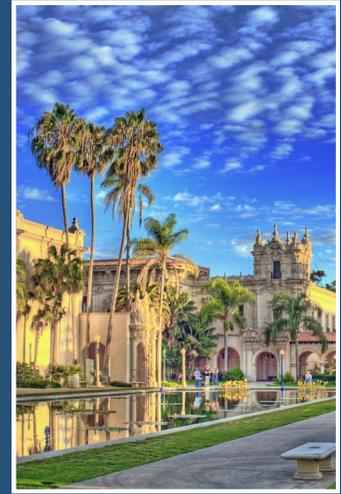
Please click [here](#) to view the Benefits Package for this classification.



## *Application and Selection Process*

Interested applicants should complete an employment application which can be accessed online at the County of San Diego's website located at: <http://www.sdcounty.ca.gov/hr>

In addition to completing the application, please attach your resume at Step 1 of the application process. Resumes should include academic degrees held and dates conferred; employment history including positions held, employer(s), key duties and responsibilities, reporting structure, job titles and number of staff managed. Please also include a salary history.



Applications and resumes will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

This recruitment will remain open until a sufficient number of resumes/applications is received.

## *Special Notes*

Persons serving in positions in the unclassified service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## *Contact Information*

Questions regarding the application process may be directed to Sherri de Castro, Human Resources Analyst, at [Sherrilynn.Decastro@sdcounty.ca.gov](mailto:Sherrilynn.Decastro@sdcounty.ca.gov). For questions regarding the position, please contact Annette Burstein, Departmental Human Resources Officer, at [Annette.Burstein@sdcounty.ca.gov](mailto:Annette.Burstein@sdcounty.ca.gov).



## The County of San Diego

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness and value in order to improve the region's Quality of Life.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various Groups include: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHS). Within the Groups, there are four departments headed by elected officials - District Attorney, Sheriff (PSG), Assessor/Recorder/County Clerk, and Treasurer-Tax Collector (FG3).



The County has a budget of \$4.97 billion and provides services to the residents of the County through its nearly 16,000 employees in 42 different departments. The County of San Diego is home to over 3 million residents. We are the second largest county by population in California and we rank 5th in population of all metropolitan areas in the U.S. The San Diego County Employees Retirement Association (SDCERA) had its 'AAA' rating affirmed by Standard & Poor's in January 2009. The rating reflects the organization's overall capacity to pay its financial obligations, and is based on SDCERA's strong fund management; good funded status despite a challenging fiscal year and continued strong credit quality of the pension system's sponsor (County of San Diego).



The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico. The County of San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches, so the County relies on imported water.