

Assistant Director, Departmental Operations Public Health Services



The County of San Diego is offering an exciting opportunity to work with the County's highly recognized Public Health Officer. We are seeking an individual with strong leadership and management skills to be responsible for the direct operational oversight and coordination of multiple sections/groups within the Public Health Services Department.

Why Choose the County?

- ◆ Anticipated hiring salary range: \$115,000 to \$125,000 depending on qualifications
- ◆ 13 paid holidays
- ◆ 13 sick days per year
- ◆ Vacation - 15 days (1-4 years of service); 20 days (5 -14 years of service); 25 days (15+ years)
- ◆ Defined benefit retirement program
- ◆ Cafeteria-style health plan with flexible spending account
- ◆ Long term disability insurance
- ◆ Wellness incentives
- ◆ Relocation allowance



The Position

The County of San Diego is seeking a dynamic leader to fill an immediate vacancy for an Assistant Director, Departmental Operations. This is an executive management classification that reports directly to the Public Health Officer. We are seeking an individual with strong leadership and management skills to be responsible for direct operational oversight and coordination of multiple sections/groups within the Public Health Department.



Duties may include, but are not limited to:

- ◆ Plans, directs, coordinates, and evaluates the day-to-day activities of the Department
- ◆ Manages requests from the Health and Human Services Agency Administration and Board of Supervisors
- ◆ Assists and advises in the planning, implementation, and evaluation of policies and programs
- ◆ 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
- ◆ Assists in developing the department's annual budget, and monitors revenue and expenditure transactions
- ◆ Monitors contract administration
- ◆ Supervises subordinate staff
- ◆ Attends numerous executive level meetings
- ◆ Acts as the County Health Executives Association of California (CHEAC) representative for the County of San Diego on behalf of the HHSA Executive Management team.

Requirements

Applicants must possess the following:

- ◆ A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND (5) Five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include (4) four years of management level experience and at least (1) one year of supervision.

Note: a master's degree or higher may substitute for a total of (1) one year of experience and cannot be applied to the required (1) one year of supervision.

Click [here](#) for a complete description of the duties, skills, and essential functions required of this position.

- ◆ Please note that persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority.



About HHSA

The Health and Human Services Agency is one of five groups 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.

The Agency integrates public health and social services through a unified service-delivery system. This system is family focused and community-based, reflective of business principles in which services are delivered in a cost effective and outcome-driven fashion.

For more information, click [here](#) to visit the HHSA internet site.

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

For information on the *Live Well San Diego* initiative, click [here](#).



About Public Health Services

Public Health Services is dedicated to community wellness and health protection in San Diego County. Public Health Services works to prevent epidemics and the spread of disease, protect against environmental hazards, prevent injuries, promote and encourage healthy behaviors, respond to disasters and assist communities in recovery, and to assure the quality and accessibility of health services throughout the County.

The Public Health Services Administration unit offers administrative support to all of the Public Health Services program areas. In addition to internal support, the administration unit is also responsible for coordinating a unified response from the division when information is requested Agency-wide. For more information, click [here](#) to visit the Public Health Services internet site.

General Management System

The mission of the County of San Diego is to provide the best possible services to the County residents. Like any organization with an ongoing mission, the County engages in a continuous cycle of planning, implementing plans, monitoring implementation and then re-evaluation and renewing the planning process. The County's comprehensive guide for managing this cyclic process is the General Management System (GMS). Information on the GMS can be obtained by visiting the County's website at <http://www.sdcounty.ca.gov/cao>.



Desirable Traits

- ◆ Competent and recognized leader in medical, public health, and management fields
- ◆ Strategic and forward thinking
- ◆ Politically astute with exceptional organizational acumen
- ◆ A highly effective public speaker to communicate sensitive public health issues
- ◆ Highly capable of establishing and maintaining effective working and diplomatic relations with diverse populations, professionals, and staff
- ◆ Knowledgeable of effective team building and utilizing employee strengths
- ◆ Self-starter with exceptional project management skills
- ◆ Detail-oriented
- ◆ Action and results-oriented
- ◆ Highly motivated and focused towards assisting the County and Public Health Services toward achieving the County's *Live Well San Diego* initiative during the next ten years.

Application and Evaluation Procedures

Applications and resumes will be screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors for appointment. To be considered, please apply on-line at the County of San Diego's website: www.sandiegocounty.gov/hr. At the time of application, please attach and submit your cover letter, resume, and a copy of your degree and/or transcripts. Resumes must include your employment history, positions held, dates of service, areas of experience, levels of responsibility, reporting structure, size of staff and budget, current salary, degrees held, and a list of three professional references (who will not be contacted in the early stages of the recruitment). This recruitment will be open until filled.

Notes: 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

For questions about the application process, please contact Bryan Faircloth, Human Resources Analyst, via email: bryan.faircloth@sdcounty.ca.gov or by phone at 858.505.6550.

For questions about the position, please contact Gina Conrad, Departmental Human Resources Officer, via email: gina.conrad@sdcounty.ca.gov or by phone at 619.542.4179.



About 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 (HHSA). 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 \$5 billion and provides services to the residents of the County through its nearly 17,000 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 or 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.

