

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## DIRECTOR, SHERIFF'S MANAGEMENT SERVICES

### SHERIFF'S DEPARTMENT

#### Management Services Bureau

Anticipated Hiring Range: \$180,000 to \$200,000

Excellent Benefits Package

[www.sandiegocounty.gov](http://www.sandiegocounty.gov)

# DIRECTOR, SHERIFF'S MANAGEMENT SERVICES | COUNTY OF SAN DIEGO

## SHERIFF'S DEPARTMENT | MANAGEMENT SERVICES BUREAU

The County of San Diego, Sheriff's Department invites résumés from qualified candidates with policy level executive experience for Director, Sheriff's Management Services.

### THE POSITION

The Director, Sheriff's Management Services is an executive position in the unclassified service reporting directly to the Under-sheriff. This position is found only in the Sheriff's Department in Management Services, one of five bureaus within the department responsible for providing business and support services. This position oversees the department's financial and administrative functions, vehicle fleet operations, procurement and contracting activities, and facilities planning, construction, and maintenance. Additionally, this position is also responsible for the department's Information Technology, Wireless Division, and Records/Identification Programs.

### THE IDEAL CANDIDATE

The ideal candidate will be a decision maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and be committed to achieving excellence. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- Creation and execution of operational level policies
- Program management including budget development, supervision, program development, and evaluation
- Strong consensus-building skills while developing and maintaining long-term relationships. Influence and persuasion skills; developing interpersonal relationships with a wide range of individuals while balancing public, policy, and a wide range of organizational initiatives
- Situational leadership skills with emphasis on coaching and mentoring direct reports and teammates
- Stimulating and actively initiating organizational change
- Commitment to improving performance and client service

### MINIMUM QUALIFICATIONS

Qualified candidates will possess a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, in public administration, business, criminal justice administration, or a related field, AND five years of policy level administrative experience in a public agency. **Note:** Experience in a law enforcement agency and a master's level education from an accredited U.S. college or university, or a certified foreign studies equivalency is highly desirable.

### COMPENSATION

The anticipated hiring range upon appointment for this position will be \$180,000 to \$200,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented.

### BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

## SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

The Sheriff's Department is the chief law enforcement agency in the County of San Diego, covering approximately 4,200 square miles. The Department's 4,318 employees provide general law enforcement, jail and court services, as well as regional investigative support, and technical emergency response. Law enforcement services are provided to an estimated 1,000,000 County residents, including those in nine contract cities. The Sheriff's detention facilities process over 220,000 inmates annually, booking and releasing inmates, ensuring court appearances, and providing necessary daily care for approximately 5,200 inmates.

For additional information, please review the [Sheriff's Department](#) website.



## 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 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.
- 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.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.4 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

## 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). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Employment applications and résumés may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The closing date for this recruitment is Sunday, July 9, 2017, at 11:59 p.m.

## 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. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. 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.

## NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit [www.livewellsd.org](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom-Whitney, Deputy Director of Human Resources, at [Brandy.Winterbottom-Whitney@sdcounty.ca.gov](mailto:Brandy.Winterbottom-Whitney@sdcounty.ca.gov) or (858) 505-6324. Questions about the position or department should be directed to Michael Alvarado, Human Resources Manager, at [Michael.Alvarado@sdsheriff.org](mailto:Michael.Alvarado@sdsheriff.org) or (858) 974-2311.

Class No. 000262  
6/28/17

