

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



DEPARTMENT OF PARKS AND RECREATION GROUP PROGRAM MANAGER

Starting Pay Range \$95,000 to \$105,000
Excellent Benefits Package

www.sandiegocounty.gov

GROUP PROGRAM MANAGER | COUNTY OF SAN DIEGO

DEPARTMENT OF PARKS AND RECREATION

The County of San Diego is seeking a dynamic leader to fill this unclassified management position, Group Program Manager. We are seeking individuals who share our commitment to excellence, hard work, and continuous improvement.

This Group Program Manager position will oversee an integral team of multi-disciplinary professionals that provides support and superior customer service to our internal and external customers for environmental, cultural, and biological resource management. The Group Program Manager will ensure effective collaboration on all departmental projects to ensure compliance with appropriate California Environmental Quality Act (CEQA) and agency-permitting requirements; coordinate the implementation of the County's Multiple Species Conservation Program (MSCP), including stewardship and comprehensive monitoring; implement associated plans and policies approved by the County's Board of Supervisors; and ensure consistency with departmental-established priorities for parks and recreation, conservation programs, natural resources, and cultural resource management.

THE IDEAL CANDIDATE

The ideal candidate will possess knowledge of the California Environmental Quality Act (CEQA), agency-permitting requirements, and the Multiple Species Conservation Program (MSCP) or comparable habitat conservation programs. The ideal candidate will also have professional level experience working with various partners in the land management and/or environmental communities; and supervisory and management level experience with a public or private agency. Please click [here](#) for additional information on the job classification for Group Program Manager.

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

- ◆ Knowledge and professional level experience of CEQA and agency-permitting requirements
- ◆ Knowledge of the County of San Diego MSCP or comparable habitat conservation programs
- ◆ Act as a strategic thinker who anticipates future consequences and trends while applying knowledge appropriately
- ◆ Demonstrate organizational and political awareness of sensitive issues and understanding of multiple stakeholder needs
- ◆ Possess a customer service-oriented management philosophy which transcends all levels of an organization
- ◆ Convey information and ideas verbally and in writing in an open and articulate manner
- ◆ Mentor and develop staff
- ◆ Demonstrate highly ethical and professional standards, effective organizational skills, sound analytical and decision-making skills, excellent communication skills, and exceptional service skills
- ◆ Serve as a professional who shows initiative and networks well across disciplines and influences key decision-makers by consistently providing quality work, improved service, reduced costs, and increased productivity.
- ◆ Follow through on commitments
- ◆ Demonstrate strong teamwork and collaboration skills
- ◆ Demonstrates approachability in an easy manner.
- ◆ Stimulates and actively initiates change in an organization.

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) years of experience which demonstrates the ability to perform the essential functions of the classification; OR a combination of education and/or experience as stated above. Note: A master's degree or higher may substitute for a total of one (1) year. In order for education to substitute for work experience as stated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

COMPENSATION

The annual salary range upon appointment for this position will be \$95,000—\$105,000. 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, the website for the San Diego County Employees Retirement System can be accessed [here](#)
- May be eligible for relocation allowance.
- Deferred Compensation Program (457) and 401(a) plans

DEPARTMENT OF PARKS AND RECREATION

The Department of Parks and Recreation (DPR) maintains and enhances the quality of life in San Diego County by providing parks and recreational opportunities for residents and visitors. Our nationally accredited, award-winning system includes parks, campgrounds, 350 miles of trails, fishing lakes, state-of-the-art recreation centers and sports complexes, and ecological open space preserves. We offer hundreds of programs ranging from an award-winning Outdoor Adventure Program to cutting edge activities that contribute to healthy communities and lifestyles. DPR facilities cover more than 50,000 acres; our facilities are open year-round, and are operated and maintained by county staff, volunteers, and service contractors. Parks and Recreation has an annual budget of \$33 million and a total of 312 employees. For additional information on this department, please click [here](#).

RESOURCE MANAGEMENT DIVISION

The Resource Management Division (RMD) provides environmental/cultural review and support services to the Development Division and the Operations Divisions within DPR. Essential to the position is collaboration and coordination with the other divisions, departments, community groups, project stakeholders and the resource agencies. The RMD Program Manager is responsible for directing and managing all activities related to project environmental review under CEQA/NEPA, project permitting, Resource Management Plans for County preserves, Comprehensive Monitoring of County preserves, long-range planning of the County's Multiple Species Conservation Program, chairing committees, executing research studies, attending management briefings, contract management, and budget forecasting. The Program Manager manages a team of Land Use Environmental Planners, Adjunct Staff, Student Workers, as well as multiple contract task orders. The Program Manager has initiative, enjoys problem solving, is results oriented, has great interpersonal relationships, has organizational acumen, and fosters the development of team members.

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 \$4.86 billion and provides services to the residents of the County through its nearly 16,000 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). To obtain additional information, on the GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted online. To apply, go to www.sandiegocounty.gov then link to Jobs; or click [here](#).

In addition to completing the application, please submit an updated résumé indicating academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, key duties performed, reporting structure, number of direct reports or staff, and salary information.

Applications and résumés 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.

The closing date for this recruitment will be Sunday, January 24, 2016, 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, 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. Click [here](#) for more information or go to 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

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Aaron Morgan, Senior Human Resources Analyst, Department of Human Resources, Aaron.Morgan@sdcounty.ca.gov. For questions regarding the position, please contact Carlos Renstrom, Senior Departmental Human Resources Officer, Department of Parks and Recreation, at Carlos.Renstrom@sdcounty.ca.gov.

