

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



LUEG PROGRAM MANAGER

(County Surveyor)

Department of Public Works—Land Development Division

Starting Pay Range \$110,000 to \$120,000

Excellent Benefits Package

www.sandiegocounty.gov

LUEG PROGRAM MANAGER | COUNTY OF SAN DIEGO

DEPARTMENT OF PUBLIC WORKS | LAND DEVELOPMENT DIVISION

The Land Use & Environment Group's (LUEG) Department of Public Works is seeking a highly motivated and experienced leader to manage and oversee the Land Surveying, Cartographic Services and Waste Management and Recycling Sections of the Department of Public Works' Land Development Division.

THE IDEAL CANDIDATE

DPW is seeking a dynamic, independent, and innovative leader in order to successfully manage a section of the Land Development Division.

The ideal candidate will have:

- A current State of California Land Surveyor license or a Civil Engineer license authorized to practice land surveying.
- 10 years of experience as a licensed professional land surveyor.
- Strong knowledge of applicable laws, codes, ordinances, regulations, and court cases including those concerning land development, easements, boundaries, land use planning and land surveying.
- Knowledge of principles, practices and concepts of engineering including public works construction means and methods.
- Skill and ability to demonstrate effective leadership.
- Experience in supervising, planning and managing the work of at least five employees.
- Solid foundation in principles and practices of program planning, development and implementation and records management.
- Experience in establishing, monitoring and tracking budgets for annual programs.
- Experience in making presentation to governmental officials, community groups, and professional groups.
- Experience in planning, procuring and negotiating consultant services and task orders.
- Knowledge of construction safety codes and regulations.

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

- Actively seeks opportunities to improve status quo
- Motivated to perform beyond the requirements of the position
- Demonstrates strong teamwork and collaboration skills
- Capitalizes on opportunities and manages risks
- Supports the big picture; not "turfy"
- Formulates objectives and priorities and implements plans consistent with the long term interest of the organization
- Recognizes strengths and weaknesses of others and how best to manage them
- Builds and supports mutually beneficial relationships with other organizations, associations, and community contacts
- Views politics as necessary and useful

Please click [here](#) for additional information on the job classification for LUEG Program Manager

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification, which must include two years of management or supervision; OR, a combination of experience and/or education as stated above.

Note: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

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.

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works (DPW) is responsible for: County-maintained roads; traffic engineering; land development civil engineering review; design engineering and construction management; land surveying and map processing; cartographic services; watershed quality and flood protection; County Airports; solid waste planning and diversion; inactive landfills; wastewater systems management; and special districts.

DPW has an annual operating budget of \$227.4 million with a total of 503 employees.

The County Surveyor is responsible for but not limited to:

- Plans and manages the work of over 30 county staff in Land Surveying, Cartographic Services and Waste Management and Recycling Sections.
- Oversees annual budget preparations monitoring and tracking for three separate programs. Provides budget briefings to the Director.
- Provides assistance to Planning & Development Services (PDS) for Subdivision Map Act Reviews (i.e. Tentative Maps, Final and Parcel Maps, Lot Line Adjustments, Mergers, Certificates of Compliance).
- Reviews Records of Survey, Corner Records, Certificates of Correction and Subdivision Map Exclusions (Superior Court).
- Oversees production of maps and other survey records for public use (Customer Service Counter, Subpoenas, and Public Records Act Requests).
- Oversees survey support services for Public Works (Capital Improvement Projects, Flood Control, Airports, Waste Water) and other departmental land and boundary surveys (Parks, Dept. General Services).
- Acts as Ex-Officio County Recorder.
- Oversees maintenance of vertical and horizontal control network.
- Oversees Survey Monument Preservation program and administration of funds.
- Acts as an expert witness on behalf of the County.
- Updates and maintains the County's Road Database (Road Registrar).



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 its 17,036 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). For more information regarding 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 on-line. 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, reporting structure, key duties performed, 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 applications and resume submittal is August 31, 2015.

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](http://www.livewellsd.org) for more in-formation 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 Barbara Auckland, Human Resources Analyst, Department of Human Resources, Barbara.Auckland@sdcounty.ca.gov, For questions regarding the position, please contact Jeannette Garcia, Departmental Human Resources Officer, JGarcia4@sdcounty.ca.gov

County of San Diego

Department of Human Resources

5530 Overland Ave., Suite 210

San Diego, CA 92123

(619) 236-2191; CA Toll Free Job

