

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



PUBLIC AFFAIRS OFFICER, SHERIFF SHERIFF'S DEPARTMENT

Anticipated Hiring Range \$90,000—\$105,000
Excellent Benefits Package

www.sandiegocounty.gov

PUBLIC AFFAIRS OFFICER, SHERIFF | COUNTY OF SAN DIEGO

SHERIFF'S DEPARTMENT

The County of San Diego invites résumés/applications from qualified individuals for Public Affairs Officer, Sheriff. The Public Affairs Officer, Sheriff is an unclassified management classification and reports directly to the Undersheriff for the Sheriff's Department and will be responsible for providing information to members of the media as quickly, accurately, and professionally as possible. For more information, please review the [San Diego Sheriff's Department website](#).

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic and visionary leader who values collaboration and thrives in an environment of multiple stakeholder priorities. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- Confident to plan, direct, organize, and coordinate the activities of the Sheriff's media and public affairs, and provide communication to the public on departmental functions and issues
- Formulate and implement procedures, standards, and guidelines for collection, review, and presentation of the information to be communicated to the public
- Direct the development and implementation of methods for communicating information to the public, by the use of brochures, media presentations, graphic displays, photos, Internet, social media or other mediums
- Prepare executive level correspondence and reports
- Make public presentations to the media and other agency representatives on information regarding county issues and decisions
- Establish and maintain diplomatic relations with elected officials, county management, law enforcement officials, agency representatives, county department directors, and the media
- Advise and counsel the Sheriff and Command Staff on media-related matters
- Be available for call-outs on emergency situations
- Supervise and train subordinate staff
- Effectively communicate orally and in writing
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds, and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy
- Experience in planning media conferences and news releases
- Familiar with methods and techniques used in writing speeches
- Able to evaluate public attitudes with regard to county-wide operations, issues, and the determination of public affairs needs

For additional information please review the job classification for [Public Affairs Officer, Sheriff](#).

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, three (3) years of experience that demonstrates the ability to perform the essential functions of the classification OR, a combination of experience and/or education as stated above.

COMPENSATION

The anticipated hiring range for this position will be \$90,000 to \$105,000 depending on qualifications.

Please view the [full salary range](#) for this classification. Placement within this range is dependent upon the qualifications of the successful candidate.

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
- Deferred Compensation Program (457) and 401(a) plans
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website

SAN DIEGO SHERIFF'S DEPARTMENT

The Sheriff's Department of the County of San Diego enhances quality of life for residents and visitors by providing the highest quality safety services in an effort to make San Diego the safest urban county in the nation. Along with patrol and investigative operations, the Sheriff's Department provides air support, search and rescue operations, forensic support for the San Diego region, operates seven detention facilities, and provides security to nine courthouses.

The department is one of the largest Sheriff's Departments in the nation with an annual operating budget of \$758 million and 4,200 full time employees.

SHERIFF'S OFFICE OF MEDIA RELATIONS IS RESPONSIBLE FOR:

- Answering questions with regard to department-related matters
- Responding to emergency scenes as required or requested
- Providing information through the department's website, Twitter, Nixle, and electronic newsletter
- Preparing news releases and conducting news conferences
- Memorializing events/operations for internal/external distribution through the unit's Video Production staff
- Participating in San Diego County Crime Stoppers Board of Directors
- Developing content for the department's website
- Preparing the department's Annual Report
- Providing training to new supervisors, Search and Rescue recruits, and other entities as requested
- Assisting with the preparation of speeches for the Sheriff
- Participating in the Awards Committee

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 \$5.1 billion and provides services to the residents of the County through its nearly 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

Résumés may be submitted on-line at www.sdcounty.ca.gov, 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 applications and résumé submittal is July 25, 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. For more information visit 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 Brandy Winterbottom-Whitney, Deputy Director of Human Resources at Brandy.winterbottom-whitney@sdcounty.ca.gov or 858-505-6324. For questions regarding the position, please contact Michael Alvarado, Human Resources Manager at Michael.alvarado@sdsheeriff.org or 858-974-2311.

Class # 000334
7/15/16

