



The County of San Diego  
invites your interest in the positions of:

**Assistant Director  
*and*  
Deputy Director**

*(Executive Management)*

in the

Department of Planning and  
Development Services



## **PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

The Board of Supervisors recently approved a comprehensive initiative to improve land development services and one outcome has been the reorganization of departments and functions involved in the land development process into a brand new department called Planning and Development Services, with a new culture, a more customer-focused mission and a new level of accountability. Consolidating functions in a single department will make the entire process more seamless and reduce frustration over time spent by both customers and staff on inefficiencies. To capitalize on this opportunity, the County is conducting an open recruitment for the three top leadership positions in the new department, including the positions of Assistant Director and Deputy Director.

The department will function as the planning and development services agency for the unincorporated area formulating community plans and coordinating land use considerations as follows: processing of zoning permit and subdivision applications; assuring compliance with California Environmental Quality Act; developing the County's habitat conservation program; preparing and reviewing long-range plans, policies and programs that promote land use policy established by the Board of Supervisors; maintaining a comprehensive County-wide General Plan in addition to Zoning and Subdivision Ordinances; issuing construction permits for individual developments that implement all the regulations and conditions placed on the property; and maintaining an enforcement program and issuing citations for violations of the land use and construction regulations.

The Department of Planning and Development Services will have an operating budget of approximately \$28 million and 160+ staff.

### **THE POSITIONS**

An outstanding opportunity is available for highly seasoned and respected professionals to assist in leading the activities of the Department of Planning and Development Services. These positions will maintain or enhance the quality of life in the County of San Diego in the following way:

The Assistant Director of Planning and Development Services serves as principal assistant to the Director and oversees the Land Development, Project Planning and Building Divisions. As such, the Assistant reviews and processes land development proposals and permits in compliance with adopted plans, codes and ordinances and frequently presents to the Planning Commission and Board of Supervisors on such matters. The position reports to the Director.

The Deputy Director of Planning and Development Services is responsible for the management and operations of assigned divisions in the department including Advance Planning, and Code Enforcement. As such, the position is responsible for updating the General Plan, policy ordinance development, Multiple Species Conservation Program, and enforcing compliance with codes. The position reports to the Director

## THE CHALLENGE

Success for the right individual will involve balancing layers of federal, state, regional and local regulations along with the needs of multiple agencies and a myriad group of applicants and customers engaged in the process, all the while accommodating the desire for sustainable development; preserving the environment and ensuring adequacy of public safety services and infrastructure. The individuals will be responsible for:

- Building a brand new customer-centric, award-winning department from the ground up
- Streamlining the land development process
- Promoting team building, professional development, and training
- Ensuring the health and safety of residents by developing, maintaining and enforcing strong policies, ordinances and building codes
- Reporting on a regular basis to the Board and community on specific progress that is being made to improve customer service
- Updating policies and ordinances governing the land development process
- Updating the zoning ordinance to reflect the recently approved General Plan Update

## IDEAL CANDIDATES

Ideal candidates will have a demonstrated track record of leadership and operations experience; possess a strong customer-centric approach; have the ability to negotiate, balance and sustain strong stakeholder relationships; have in-depth knowledge of planning and development principles; and have strong communication skills.

The individuals will possess a professional history that demonstrates the following necessary leadership competencies and attributes:

- Strong, innovative leadership and management skills
- Change agent for improving planning and development services
- Demonstrated a successful management philosophy that is strongly customer-service oriented and which transcends all levels of an organization
- Able to manage a diverse group of employees through the use of excellent interpersonal skills



## IDEAL CANDIDATES *continued*

- Organizational and political awareness of sensitive projects, programs and services that could involve competing interests of project applicants, community representatives, environmental advocates, developers and the public, all while operating under the auspices of an elected Board of Supervisors and Chief Administrative Officer
- Demonstrated history of working with a community to develop consensus on community projects and programs, including working with boards and commissions, developers, community organizations, agency officials and the public
- Considerable knowledge of and experience with principles and practices of planning, engineering, and development services management in California
- Proven track record for business process reengineering – achieving efficiencies and innovation while improving the delivery and quality of service
- Superior influence and persuasion skills
- Strategic thinker who anticipates future consequences and trends accurately while applying knowledge appropriately
- Strong public speaking skills
- Ability to mentor and develop staff



## EXPERIENCE AND EDUCATION

Education, training and/or experience that demonstrate possession of the knowledge, skills and abilities, described above is required.

The Assistant Director must have a minimum of five years of increasingly responsible experience in regulating private and public sector development projects, four years of which must have been at the management level. A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in urban or regional planning or a related field is required.



The Deputy Director must have a minimum of five years of increasingly responsible experience in regulating private and public sector development projects, three years of which must have been at the management level. A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in urban or regional planning or a related field is required.

A master's degree in any of the fields listed above is highly desirable.

## COMPENSATION

Anticipated hiring range for the Assistant Director is between \$131,000 to \$143,000, depending upon qualifications.

Anticipated hiring range for the Deputy Director is between \$120,000 to \$130,000, depending upon qualifications.



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

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 communities within the unincorporated area. 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 are: 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). The Department of Planning and Development Services is in LUEG.

The County of San Diego has a budget of \$4.77 billion and provides services to the three million residents of the county through nearly 16,000 employees in approximately 40 different departments. San Diego County is the second largest county by population in California and ranks 5th in population of all metropolitan areas in the U.S.

## APPLICATION AND SELECTION PROCEDURE

**You are encouraged to apply immediately in order to be considered since interviews will commence as soon as there are sufficient qualified applicants. Applications will not be considered after July 10, 2012.** Employment applications can be accessed and submitted online at <http://www.sdcounty.ca.gov/hr>

**In addition to completing the application, please attach your résumé at Step 1 of the application process.** Résumés should include academic degrees held and dates conferred, employment history and positions held. For each employer listed, include the size and scope of services, programs, budget and staffing responsibilities under your immediate direction. Please also include a salary history. Incomplete applications will not be considered.

## 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. Disabled persons may make accommodation arrangements by contacting the Department of Human Resources.

The County is hiring for leadership positions in the Department of Planning and Development Services including Director, Assistant Director, and Deputy Director. Candidates are encouraged to apply for as many of the three as they are qualified for and have an interest in.

## CONTACT INFORMATION

For questions about the application process, contact Sherri De Castro, Human Resources Analyst, via email at: [Sherrilynn.DeCastro@sdcounty.ca.gov](mailto:Sherrilynn.DeCastro@sdcounty.ca.gov). For questions about the position, please contact Kathy Flannery, Group Finance and Human Resources Director, via email at: [Kathleen.Flannery@sdcounty.ca.gov](mailto:Kathleen.Flannery@sdcounty.ca.gov). Résumés will be screened to assess each applicant's qualifications and finalists will be invited to interview.

