

COUNTY OF SAN DIEGO



ASSISTANT DIRECTOR PLANNING & DEVELOPMENT SERVICES

Anticipated Hiring Range \$170,000 to \$185,000 Annually
Excellent Benefits Package

Our Mission:

*Through operational excellence and attention to customer service,
Planning & Development Services strives to balance
community, economic and environmental interests to ensure the
highest quality of life for the public in the unincorporated region of San Diego County.*



THE POSITION

Assistant Director, Planning & Development Services

Planning & Development Services (PDS) has an exciting opportunity for an Assistant Director in our progressive, people-focused organization. The County of San Diego is recognized as one of the best local governments in the nation and PDS is the second largest department of its kind in the region. This is an opportunity to co-create the vision and elevate the operations of this top performing organization. The Assistant Director will serve as the PDS operational lead, allowing the Director to focus on strategy, department direction, and engagement with stakeholders. The position will oversee the Deputy Directors leading the operational divisions of: Project Planning, Land Development, Building Services, Code Compliance, Support (finance & administration) and I.T./ G.I.S. As the Assistant Director, you will assist in providing leadership and oversight to a department with 272 employees and a budget of \$53.2 million.

More at: [PDS 2022-23 Budget \(sandiegocounty.gov\)](https://www.sandiegocounty.gov/pds2022-23-budget)



THE IDEAL CANDIDATE

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

- Executive leadership knowledge and experience in a fast-paced municipality with direct administrative and operational leadership directing, coordinating and evaluating activities of a department with multiple functions
- Direct experience managing budgets and assisting to develop the department's strategic and operational plan
- Ability to formulate objectives and priorities and implementing plans consistent with the long-term interest of the organization
- Experience managing financial operations such as contracts, grants, special funds, accounting, auditing and fee development
- Experience guiding and overseeing preparation and presentation of sensitive or complex information and proposals to elected and appointed bodies and other stakeholders
- Highly organized, detail-oriented and responsive
- Orientation toward innovation and process and systems improvement
- Focus on inclusive organizational culture and servant leadership approach
- Skills and passion for mentoring and coaching staff and supporting training and development
- Ability to effectively represent a government agency at the local, State, and national level
- Skills and experience collaborating with representatives from various agencies; demonstrating organizational and political awareness of sensitive issues
- Strong teamwork and collaboration skills to lead strategies within the organization and with regional stakeholders to address equity and justice disparity in our community

THE DEPARTMENT

PDS evaluates land use projects for regulatory compliance, sustainability, and environmental impacts. PDS develops forward-looking programs and plans to promote housing for all, equity and sustainability. PDS also provides review, permit, inspection, and code compliance services throughout the unincorporated area to ensure healthy, safe, and thriving communities. PDS advises the Board of Supervisors and Planning Commission on all land use projects, policies, and programs in the unincorporated county.

PDS has eight major divisions:

- | | |
|----------------------------------|---------------------------|
| • Building Services | • Long Range Planning |
| • Code Compliance | • Policy, Outreach, Data |
| • Land Development (Engineering) | • Support Services |
| • Project (Current) Planning | • Sustainability Planning |



MINIMUM QUALIFICATIONS

Applicants must possess the following:

A bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency AND five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four years of management level experience and at least one year of supervision.

Note: A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

SALARY & BENEFITS

COMPENSATION

The anticipated hiring range is \$170,000 to \$185,000 annually.

Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- 15 days of paid vacation, 10 days of executive time-off, 13 days of paid sick leave, and 14 paid holidays
- Medical, dental, and vision insurance plans
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Disability Insurance, Life Insurance, and Accidental Death / Dismemberment Insurance
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit www.sdcera.org
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$20,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)





HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete your online application at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 23226901U.
2. Attach a Statement of Qualifications (SOQ) detailing your experience, knowledge, ability or potential to meet the Ideal/Desirable Qualifications of the Assistant Director position. The SOQ must provide specific examples indicating the amount of time of your experience and include the number of employees you managed. The SOQ must not exceed two pages in length, with a font size of at least Arial 12 point with one-inch margins.
3. Attach a copy of college degree, final transcript, diploma, or foreign studies equivalency certificate (if degree was obtained outside of the U.S.)

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

****Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to make a determination of which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.***

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 qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process Bryan Faircloth, Executive Recruiter, Department of Human Resources at Bryan.Faircloth@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Lydia Lopez, Group Human Resources Director for the Land Use and Environment Group at Lydia.Lopez@sdcounty.ca.gov.

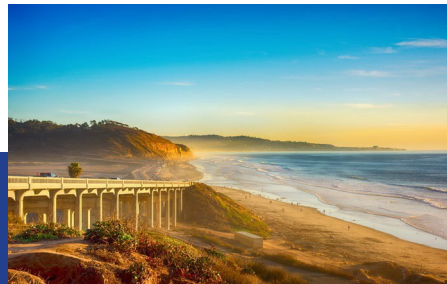
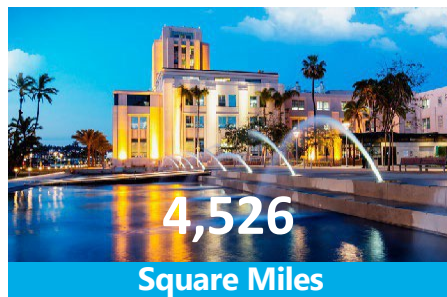


THE COMMUNITY OF SAN DIEGO

With just under 3.5M residents, San Diego County includes a mixture of urban and rural communities, from coastal beachfront to mountains and desert. It is the second most populous county in the state of California and the fifth largest county in the United States. The County of San Diego is one of the most award-winning and innovative agencies in the nation and relies on a structure emphasizing accountability, efficiency, and customer service, ensuring the County's success in creating a region that is just, sustainable, and resilient.

SAN DIEGO WEATHER AVERAGES

- **HIGH TEMPERATURE:** 70°F
- **LOW TEMPERATURE:** 58°F
- **RAINFALL:** 10.4 INCHES



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.



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](https://www.sandiegocounty.gov/strategic-plan) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.