



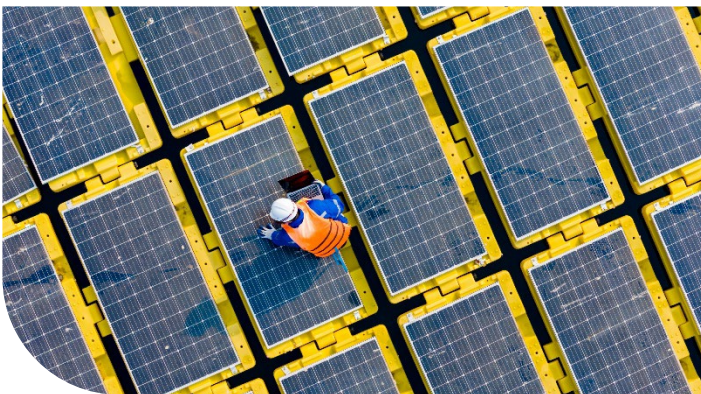
COUNTY OF SAN DIEGO
PLANNING & DEVELOPMENT

Assistant Director

PLANNING & DEVELOPMENT
SERVICES

Anticipated Hiring Range:
\$195,000 to \$205,000 Annually

*Excellent Benefits
Package*



The Position

Embrace Your Legacy: Join us at the forefront of public service and leadership.

The Department of Planning & Development Services (PDS) is seeking qualified individuals for **Assistant Director, Planning & Development Services**. This exceptional executive position will be a strategist and innovator who strives for continuous improvement.

The Assistant Director will serve as the PDS operational lead, supporting the Director and his focus on strategy, department direction, and stakeholder engagement. 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 318 employees and a budget of \$58 million dedicated to serving the public.



The position will also be responsible for the following duties:

- Assists in planning, directing, coordinating, and evaluating the activities of the Department.
- Assists in the planning, implementation, and evaluation of policies and programs.
- Advises the Director on policy and program development.
- Identifies problems and formulates appropriate solutions.
- participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups.
- Assists in developing the department's annual budget, and monitors revenue and expenditure transactions.
- Serves as the liaison with public and private agencies, and provides information to County departments, the public, and agency representatives on departmental initiative activities.
- Supervises subordinate staff.

The Ideal Candidate

The ideal candidate for the **Assistant Director, Planning & Development Services** will thrive in a fast-paced, high-profile, and dynamic environment and possesses a strong leadership background in planning programs, including leading teams responsible for administration, budget and human resources, and community engagement.

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
- Technical Experience working with discretionary permitting, long range planning, and environmental planning
- 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 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.

We create and implement balanced land use plans, such as the General Plan, that protect natural resources and provide opportunities for housing for all. We engage with a wide variety of stakeholders to ensure that housing and economic development, the environment, and equity are at the forefront of everything we do, and that our work is tailored to the needs of our communities. The PDS team protects our communities by making sure that new development and buildings are engineered and constructed in a way that is safe and resilient in our changing world. PDS is in the field every day, working hand in hand with residents to help them meet the standards that keep our neighborhoods and natural areas healthy and beautiful.

PDS is responsible for long-range land use planning, including building, code compliance, County of San Diego's General Plan and Community Plans, Climate Action Plan (CAP) and Zoning Ordinance. The department evaluates land use projects for regulatory compliance, sustainability, and environmental impacts. PDS also provides review, permit, inspection, and code compliance services throughout the unincorporated county 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
- Code Compliance
- Land Development (Engineering)
- Long Range Planning
- Project Planning
- Support Services
- Sustainability Planning
- Policy, Outreach and Data

Please visit [Planning & Development Services](#) for more information.



BUILDING THE FUTURE

*\$58 Million Invested in
Planning & Development for 2024-2025!*



Applicants Must Possess The Following:

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

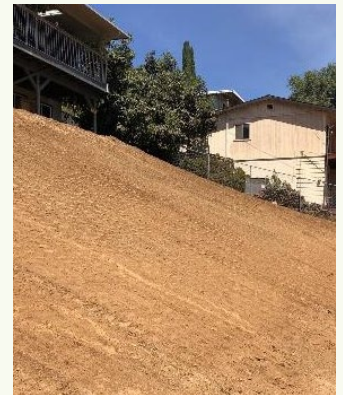
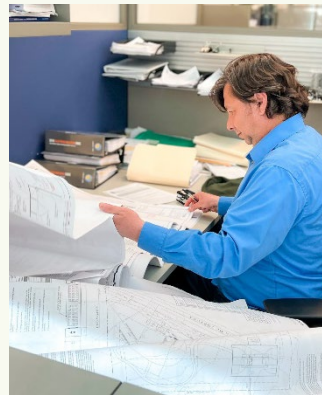
Note: A master's degree or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

Compensation

The anticipated hiring range is \$195,000 to \$205,000 annually. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, fourteen paid holidays, ten days of executive time off, and 3 days of paid emergency child and /or older adult leave per year
- 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, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$20,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)





Work Where You Recreate!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our communities much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp Quarter.

Heading east you will eventually find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

San Diego County Facts:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities



San Diego Weather Averages:

- Average Temperature: 72°F
- High Temperature: 73°F
- Low Temperature: 58°F
- Average Rainfall: 10.4 Inches



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 \(sandiegocounty.gov\)](#) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.



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.



How To Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr select Current Job Postings, Job Number 25226902U.
2. Attach your résumé and cover letter.
3. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

Key Dates:

- Resume Review: Week of May 5, 2025
- Interviews: Week of May 19, 2025
- Expected Start Dates: Month of July 2025

Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides 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 helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

Contact Information

You may direct questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter at Bryan.Faircloth@sdcounty.ca.gov.

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



COUNTY OF SAN DIEGO
PLANNING & DEVELOPMENT