



COUNTY OF SAN DIEGO
EMERGENCY SERVICES

ASSISTANT DIRECTOR

Office Of Emergency Services

Anticipated Hiring Range: \$185,000 - \$205,000 Annually

Excellent Benefits Package

SanDiegoCounty.gov




The Position

The **Assistant Director, Office of Emergency Services (OES)** supports the overall management, coordination and implementation of all aspects of the County's emergency services programs. This executive management position plays a pivotal role in helping guide and coordinate functional policies and programs across all core emergency management mission areas including Response, Mitigation, Preparedness, and Recovery.

The Assistant Director provides operational leadership to staff and program areas, strengthens collaboration with regional partners, and supports strategic initiatives to enhance the County's emergency readiness. The position also provides leadership coverage and continuity of operations in the absence of the OES Director.

Key service areas will include:

- Assists in overseeing emergency management staff who provide 24/7 staff duty coverage to ensure Emergency Operations Center (EOC) readiness and alerting capabilities.
- Supports the development and implementation of Countywide emergency preparedness, communication, response, mitigation, and recovery programs in partnership with regional stakeholders.
- Assists in collaborating with the County's elected leadership and top management in setting and carrying out the County's vision, mission, and objectives for emergency services operations and management in the region.
- Assists County staff in coordinating, planning, logistics administration, and engaging the community and providing public information throughout an emergency and during the recovery phase.
- Provides support to the policy group and County leadership during emergency activations by coordinating situational updates, resource information, and multi-agency communication.
- Represents the department, as delegated, in meetings with federal, State, and local agencies, community groups, and professional organizations to support implementation of the County's Emergency Management program.
- Assists in coordinating with first-responder agencies and regional partners on homeland security priorities, alert and warning systems, training, and infrastructure development.
- Provides leadership and supervision to program staff, fostering collaboration, professional growth, and high-quality service delivery.
- Assists in the development and monitoring of the department's annual budget and supports the preparation, coordination, and administration of grant proposals and submissions, including the Emergency Management Performance Grant, Homeland Security Grant Program, and Urban Area Security Initiative Grant.
- Ensures County emergency operating plans are consistent, updated, and in compliance with State laws and Federal Emergency Management Agency (FEMA) regulations.



Coordinate the County's planning for, response to, and recovery from disasters to ensure safe and livable communities.

OFFICE OF EMERGENCY SERVICES

The Ideal Candidate

The ideal candidate is a collaborative, results-driven emergency management professional who supports translating strategic direction into operational goals and measurable outcomes. This individual brings proven leadership with a career history that demonstrates outstanding leadership, values the region's culture and diversity, and excels in communication, coaching, and partnership building. The ideal candidate is comfortable working in a fast-paced environment, supporting organizational objectives, and engaging with community and agency partners across all phases of emergency management.



The ideal candidate will also possess the following leadership attributes and competencies:

- Experience interpreting and applying laws, regulations, and policies related to public safety, emergency management, and homeland security.
- Strong knowledge of the Standardized Emergency Management System (SEMS) National Incident Management System (NIMS), and incident Command System (ICS).
- Experience supporting County and regional exercises for disaster response and recovery.
- Experience assisting with coordination with local, State and federal agencies during an emergency response and recovery.
- Skilled in delivering public presentations and engaging community stakeholders across all phases of emergency management.
- Strong communications skills when interacting with community partners and organizational leaders.
- Proficiency in strategic planning, project management, workforce development, policy development, community engagement, and outcome-based performance management.
- Possesses at least ten (10) years of experience in emergency management, or related operational fields, with a demonstrated ability to drive organizational change and optimize coordination of local emergency response (preferred).
- Certified Emergency Manager from the International Association of Emergency Managers (highly desirable).

Minimum Qualifications

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 AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency.

Note: A master's 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.

License: A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. County vehicles may be available but are not guaranteed. Employees in this class may be required to use their personal vehicle. Mileage reimbursement is available when using a personal vehicle for County business.

The Department

The Office of Emergency Services (OES) coordinates the overall County response to disasters and leads efforts with community on short- and long-term recovery efforts. OES is responsible for alerting and notifying appropriate agencies when disaster strikes; coordinating all agencies that respond; ensuring resources are available and mobilized in times of disaster; developing plans and procedures for response to and recovery from disasters; and developing and engaging the community in developing preparedness and recovery materials.

OES staffs the Operational Area Emergency Operations Center (a central facility which provides regional coordinated emergency response) and acts as staff to the Unified Disaster Council (UDC), a joint powers agreement between all 18 incorporated cities and the County of San Diego. The UDC provides for coordination of plans and programs countywide to ensure protection of life and property. The Office of Emergency Services directs the Emergency Operations Center during times of disaster.

[The County of San Diego OES is accredited with the Emergency Management Accreditation Program.](#)

The Office of Emergency Services works to expand the culture of disaster preparedness; strengthen area response and recovery capabilities; incorporate vulnerable populations in all preparedness, response and recovery efforts and communicate that each of us has a role in disaster readiness.

MISSION

Coordinate the County's planning for, response to, and recovery from disasters to ensure safe and livable communities.

VISION

Safe, healthy and thriving communities.

Preparedness truly starts with you.

Salary & Benefits

The anticipated hiring range is \$185,000 - \$205,000 annually. Salary reviews are performance-based and goal-oriented.

Benefits include:

- 15 days of paid vacation, 12 paid holidays, 2 floating holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision 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 more information, visit [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





Work Where You Play!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents 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 the following links to learn more about our [Strategic Plan](#) and our [Annual Report](#). At the County of San Diego, we believe that a government of the people and for the people works best *with* the people. By working together, we create meaningful opportunities, foster inclusive growth, and build a stronger future for everyone.



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 **25038010U**.
2. Attach your resume at the Attachment step of the application.
3. Attach a copy of your degree, transcripts, or certified foreign equivalency.

Key Dates:

- Resume Review: Week of May 11, 2026
- Interviews: Week of May 25, 2026
- Expected Start Date: Month of July 2026

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 any questions regarding the application or selection process to Jorge Puente, Executive Recruiter at Jorge.Puente@sdcounty.ca.gov. You may direct any questions regarding the position to Billie Jean Tamayo, Human Resources Services Manager, Public Safety Group, at BillieJean.Tamayo@sdcounty.ca.gov.



COUNTY OF SAN DIEGO
EMERGENCY SERVICES

You Belong Here!

