



Assistant Director, Departmental Operations

Health and Human Services Agency

Public Health Services

Anticipated Hiring Range: \$195,000 to \$200,000 Annually



The Position

The County of San Diego is offering an exciting career opportunity as an **Assistant Director, Departmental Operations** in the Public Health Services (PHS) Department. We are seeking an individual with strong leadership and management skills to be responsible for the direct operational oversight and coordination of the divisions within PHS.

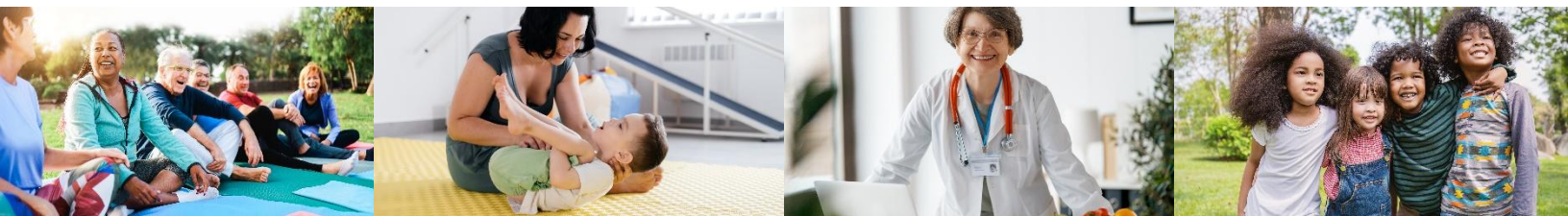
Key responsibilities of this position include:

- Oversees the administration of operations for public health services and programs related to personnel, budget, contracts, information technology, performance improvement, and facilities.
- Assists in developing the department's annual budget, monitors revenue and expenditures, applies creative strategies to manage tightening budgets, and leverages experience to maximize revenue opportunities.
- Directly oversees two Deputy Directors.
- Provides leadership and works with PHS Branch Chiefs to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the department's mission, objectives and service expectations; participates in programs and activities that promote workplace diversity, equity, and a positive employee relations environment.
- Demonstrates exceptional communication skills by conveying clearly, cultivating effective stakeholder relationships, and ensuring alignment across all organizational levels.
- Manages requests from the Health and Human Services Agency Administration and Board of Supervisors.
- Assists and advises in the planning, implementation, and evaluation of policies and programs.
- Serves as the liaison with public and private agencies, and provides information to County departments, the public, and agency representatives on departmental initiative activities.
- Proactively drives organizational improvement by initiating change, motivating others to adopt new ideas, removing barriers, and leading teams towards future goals.
- Assists in the presentation of reports, recommendations, and information to the Board of Supervisors and other citizen/community groups including the Health Services Advisory Board.
- Acts in the absence of the Public Health Services Director.

Public Health Services

Public Health has over 170 years of [history](#) in San Diego County. Public Health Services (PHS) is the local health department. We operate within the County of San Diego's Health and Human Services Agency. The vision of PHS is *Healthy People in Healthy and Equitable Communities*. This vision is achieved through our mission to promote health and improve quality of life. We achieve this by preventing disease, injury, and disability. We also protect against, and respond to, health threats and disasters. PHS is guided by the values of Diversity, Respect, Collaboration, Responsiveness, and Transparency.

Public Health Services is a nationally accredited public health department and provides services that identify and address the root causes of priority health issues to advance health, equity, and well-being among all San Diego County residents, including: communicable and chronic disease control, harm reduction services, home visiting nursing and homeless outreach, maternal and child health, epidemiology, sexual health services, public health clinics, public health laboratory, vital records, and California Children's Services.



The Ideal Candidate

HHSA seeks an innovative executive leader to guide a large, multi-disciplinary department delivering comprehensive health and clinical services that advance wellness, self-sufficiency, and quality of life for San Diego County residents.

The selected candidate will have knowledge of:

- Federal, State, and local health laws, regulations, codes, and accreditation standards
- Core public health principles, including prevention, community health, communicable disease control, epidemiology, environmental health, emergency medical services, preparedness, nursing, health promotion, and access to care
- Policy, System and Environmental changes that promote healthy behaviors
- Dynamics and needs of diverse populations — including older adults, persons with disabilities, veterans, adults, children, youth, and families — to ensure equity across communities
- Community resources supporting public health and preventative care to diverse client populations
- Equity, belonging, and racial justice to align programs and policies with the County's Operational and Strategic Plan
- Policy and procedure development related to HHSA programs and services

The ideal candidate will demonstrate:

- Senior-level experience interpreting and applying health laws, regulations, policies, and procedures
- A proven ability to collaborate with government and community partners to address public health and preventative care issues
- Experience operating within large, complex, matrixed organizations
- Experience engaging elected officials, executive leadership, community groups, advisory bodies, and media, including presenting to high-level audiences
- Strong organizational acumen with the ability to navigate complex structures, align priorities across teams, and drive strategic enterprise-wide outcomes

Minimum Qualifications

Five (5) years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four (4) years of management level experience and at least one (1) year of supervision; AND a bachelor's degree from an accredited U.S. college or university or a certified foreign equivalency.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign equivalency, may substitute for up to one (1) year of the required experience and cannot be applied to the required one (1) year of supervision.



Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.



County of San Diego Vision & Value



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://sandiegocounty.gov).



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.

Compensation & Benefits

The anticipated hiring range is \$195,000 to \$200,000 annually. Salary reviews are performance-based and goal-oriented.

Benefits include:

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of 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 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

How to Apply

You may complete an online application at www.sandiegocounty.gov/hr; select the Current Job Postings link, Job Number **26229709UPHS**. Applications should include a copy of your resume as well as your college degree, final transcript, diploma, or foreign studies equivalency certificate (if education was obtained outside of the U.S.).

Key Dates:

- 1st Round Interviews: Anticipated for the week of October 19, 2026
- Anticipated Start Date: Anticipated for December 2026

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

Questions about the position may be directed to Beverly Connolly, Human Resources Services Manager, at: Beverly.Connolly@sdcounty.ca.gov.

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.

