

**CAREER OPPORTUNITY**  
COUNTY OF SAN DIEGO



**Chief, Departmental Operations**  
**FLEET SERVICES**

Department of General Services

Anticipated Hiring Range  
\$110,000 - \$125,000

# THE POSITION



The **Chief, Departmental Operations - Fleet Services** is an Unclassified Management position that reports to the Assistant Director, General Services and performs the following:

- Responsible for the strengths-based management of the Department of General Services (DGS) Fleet Services Division that includes vehicle acquisitions, maintenance operations, and fuel management.
- Provides leadership and direction to approximately 70 staff, is responsible for 4,500 vehicles and equipment, and over 125 contracts with an operating budget of over \$80M.
- Establishes and executes a fleet strategic plan with actionable goals, communicates specific expectations, tracks key performance indicators, offers training and ensures adequate resources are available for staff, as well as works in close collaboration with other County departments in the development of and compliance with policies and procedures regarding client services, regulations, contracts, and vendors.
- Interacts effectively with vendors/contractors as well as with government officials, internal client departments, and individual members of the public to develop strategies that ensure continuity and accountability of fleet operations, expansion of green fleet initiatives, and environmental compliance.

## MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND five (5) years of experience which demonstrates the ability to perform the essential functions of the classification, OR a combination of education and/or experience as stated above.

Notes: A master's degree or higher may substitute for a total of one (1) year. In order for education to substitute for work experience as stated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

## SALARY & BENEFITS

The anticipated hiring salary range for this position is **\$110,000 - \$125,000** annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented. Other benefits include:

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- 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 relocation allowance up to \$10,000

# IDEAL CANDIDATE



## IDEAL CANDIDATE

The ideal candidate will be a decision maker who is dedicated to the highest ethical standards and committed to achieving excellence as a Chief, Departmental Operations – Fleet Services. Professional experience will demonstrate the following desirable competencies and attributes:

- A degree in Business Administration/Management or related field and/or a NAFA Fleet Management Association certification is highly desirable
- Extensive managerial experience in a large organization including the development of policies and procedures, contract administration, and operational management
- Situational leadership of and clear communication with multidisciplinary teams including coaching/mentoring direct reports, as well as building trust/partnering with colleagues, stakeholders, consultants, contractors, associations and industry leaders/boards
- Commitment to monitoring/analyzing statistics, improving performance and client service
- Experience in contract development, negotiation and administration
- Anticipates consequences and trends accurately; apply knowledge appropriately to achieve overall objectives, review legislation, develop position papers and give presentations to Executive Leadership
- Strong consensus-building skills while developing and maintaining long-term relationships
- Listens to feedback, prioritizes strategies and actively implements organizational change



## DEPARTMENT OF GENERAL SERVICES

The Department of General Services (DGS) is an internal service department within the County of San Diego. DGS ensures that other County departments have the necessary facilities, workspaces, services and vehicles to accomplish their business objectives. These services include management of over 400 real estate leases and 48,000 acres of County-owned property; management of major maintenance and capital improvement projects; facility maintenance, security and mail services; and management of the County's vehicle fleet, including acquisitions, maintenance and fueling. DGS is also a committed leader in energy and sustainability and has been recognized for its efforts in conserving energy resources while promoting expansion of renewable sources of energy in the County. To ensure these critical services are provided, DGS has a staff of 395 and a budget of \$228.5 million.

# HOW TO APPLY



## APPLICATION ROCESS

1. Complete an online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the current job postings link.
2. Attach your résumé at the attachments section of the application.
3. Also attach a copy of college degree, transcripts, completion letter and/or diploma.

## 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 a qualified individual 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 or position to Kevin Scott, Senior Human Resources Analyst, at [Kevin.Scott@sdcounty.ca.gov](mailto:Kevin.Scott@sdcounty.ca.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.



The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit [www.livewellsd.org](http://www.livewellsd.org).

