

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



DEPUTY DIRECTOR
FACILITIES OPERATIONS DIVISION
Department of General Services
Anticipated Hiring Range \$125,000 to \$135,000
Excellent Benefits Package

www.sandiegocounty.gov

DEPUTY DIRECTOR | COUNTY OF SAN DIEGO

DEPARTMENT OF GENERAL SERVICES FACILITIES OPERATIONS MANAGEMENT DIVISION

The County of San Diego, Department of General Services (DGS) invites résumés from qualified candidates for Deputy Director, General Services to fill a current vacancy in the Facilities Operations Division.

The Deputy Director is an executive management classification that is responsible for the management of the administrative and operational activities of a major division including supervision of staff. Under the administrative direction of the Director, DGS, this position provides leadership and oversight over the functions and activities of the Facilities Operations Division.

THE POSITION: The primary responsibilities are to lead facilities support services in the 365/24-hour per day maintenance operations associated with over 850 buildings, encompassing 7 million square feet. Diverse functions include detention facilities, office spaces, clinics and laboratories, libraries, and major multifunction complexes supported by central utility plants. The Deputy Director provides leadership, supervision, and management of nearly 200 multi-disciplinary staff responsible for building operations, maintenance and repair of critical building systems, custodial, landscaping, and security services and related contracts, mail operations, and oversight of property management of County Administration Center and County Operations Center. These responsibilities are accomplished through a balanced, yet continually shifting combination of in-house resources and major contracts with a wide variety of suppliers, vendors, and contractors. The position is responsible for an annual budget in excess of \$60 million dollars, developed and executed through an internal service fund.

THE IDEAL CANDIDATE: The ideal candidate will be a decision maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and be committed to achieving excellence. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- A degree or professional certification in Facilities Management, Engineering, Business, or related field is highly desired
- Demonstrated techniques and practices for overall leadership, daily management, and development of a multi-disciplinary staff responsible for Facilities Operations functional areas, staff management and development, and innovation in technology, process development, and refinement
- Strong consensus building skills while developing and maintaining long-term relationships. Influence and persuasion skills; developing interpersonal relationships with a multitude of individuals while balancing public policy and a wide range of organizational initiatives
- Situational leadership skills with emphasis on coaching and mentoring direct reports and teammates
- Stimulating and actively initiating organizational change
- Commitment to improving performance and client service
- Demonstrated management experience of operating procedures for preventive maintenance actions, new building mechanical systems, security systems, facility operations, automation, and emergency and routine repairs
- Planning, organizing, and coordinating a multi-level management organization including contracting and contract management, human resources management, fiscal and budget management, and employee safety programs for a facilities operations organization of similar or greater size and complexity
- Developing and implementing programs for intelligent buildings, building automation systems, leading edge utility equipment/processes, and green building systems

MINIMUM QUALIFICATIONS

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

Notes: 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. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

COMPENSATION

The anticipated hiring range upon appointment for this position will be \$125,000 to \$135,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- 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, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

DEPARTMENT OF GENERAL SERVICES

The Department's mission is to provide cost effective, high quality, and timely support services to County clients enabling them to fulfill their mission to the public. The County seeks a candidate that will continue the Department's momentum in reaching strategic objectives. DGS ensures County departments have the necessary work spaces, facility support services, and vehicles to accomplish their business objectives. The Department has approximately 378 employees and is divided into 5 business units, plus an administration unit including human resources, fiscal/budget, and information technology.

- **Fleet Management** – Vehicle acquisition, maintenance, and fueling services for over 4,100 vehicles
- **Facilities Operations** – Building maintenance, repair, contract support services for County facilities and mail services for departments
- **Project Management** – Vertical facilities planning, design, construction, and inspection
- **Asset Management** – Acquisition, leasing, management, valuation (appraisal), surveying/mapping, and purchase/sale of County property; property management services for county-owned properties; property administrator of leases from external businesses and other entities. Advance planning and development of Capital and Tenant Improvement/Renovation/Major Maintenance programs, and management of CEQA functions, construction inspection, and program metrics.
- **Energy and Sustainability** – Conservation of energy resources while promoting expansion of renewable sources of energy



For additional information, please review the [Department of General Services](#) website.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.7 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sandiegocounty.gov/hr, select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review of résumés for this recruitment will be December 8, 2017.

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, veterans, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

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.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



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.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom-Whitney, Deputy Director of Human Resources, at Brandy.Winterbottom-Whitney@sdcounty.ca.gov or 858-505-6324. Questions about the position or department should be directed to Linda Holt, Group Human Resources Director for the Community Services Group at Linda.Holt@sdcounty.ca.gov or 619-531-5116.

Class No. 002290
11/16/17

