



Deputy Director of Parks Capital Improvements Program

Official Class Title: **Deputy Director, Parks and Recreation**
Anticipated Hiring Range: \$150,000 - \$160,000



Excellent Benefits Package

THE POSITION

Parks and Recreation is seeking a dynamic, highly motivated, and innovative leader to fill an immediate opening to lead the Parks Capital Improvements Program (CIP) team. This unclassified management level position will report directly to Director of Parks and Recreation and will be an integral member of the Executive Team. This new Deputy Director position will lead a team of dedicated Project Manager professionals to develop and manage capital improvements projects and development, as well as major maintenance projects in the County Parks system.

The Deputy Director will lead the team to work with a variety of stakeholders, attaining County and departmental objectives for the delivery of the CIP projects, using sustainable practices in project prioritization, while maintaining budget, schedule, scope, and operational goals. Other responsibilities include coordinating and communicating with executive management, stakeholders, the community, local community planning groups, and others, and present projects at public meetings.

THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following experience and leadership competencies and attributes:

- Strong communication skills and ability to engage the public effectively
- Ability to thrive in a fast-paced, high profile, and demanding environment
- Experience in establishing, monitoring, and tracking project and program budgets and schedules; cost estimation; preparing recommendations and reports related to construction and planning programs; and developing, tracking, planning, procuring, and negotiating consultant services.
- Experience in sustainable building practices including but not limited to LEED, zero net energy, solar and EV
- Ability to build, organize, lead, and motivate high-performing teams to be accountable; support concurrent complex projects; initiate change; and achieve challenging goals
- Demonstrates strong organizational skills and attention to detail and follows through on commitments
- Stimulates and actively seeks innovative ideas to develop or enhance programs
- Organizational and political awareness of issues, and the ability to build consensus and clearly communicate with stakeholders at all levels in verbal and written form
- Experience in a public agency or related private organization with project management, design, construction, and contracting for large complex parks projects; and broad knowledge of standard practices related to infrastructure projects
- Knowledge of project and program management theories, procedures, and methods
- Knowledge of applicable federal, state, and local regulatory codes and rules; administration experience related to activities, and operations
- Experience in establishing, monitoring, and tracking project and program budgets and schedules; preparing recommendations and reports related to engineering programs; and developing, tracking, planning, procuring, and negotiating consultant services and task orders
- Experience in California laws and regulations related to Capital Improvement construction and projects, including California Environmental Quality Act (CEQA)

The successful candidate is a professional who networks well across disciplines and influences decision-makers by consistently providing quality work, improved service, reduced costs, and increased productivity. The ideal candidate possesses high ethical and professional standards, effective organizational skills, sound analytical and decision-making skills, excellent communication, and customer service skills.

In addition, the ideal candidate will have a minimum five (5) years demonstrated experience in leading project managers over capital development to prioritize, manage and complete parks and recreation development projects, candidates with current registration as a State of California Professional Engineer (Civil Engineer) and/or certified Project Management Professional are highly desirable.

THE DEPARTMENT



The Department of Parks and Recreation (DPR) enhances the quality of life for Parks visitors of all ages. Accessible, high-quality parks and diverse recreational opportunities improve the lives of residents and visitors in the region. DPR builds better health for individuals and families, enhances safety in communities, and preserves the environment so that people can enjoy clean air and water, rich biodiversity, and access to open space. DPR implements the Multiple Species Conservation Program that acquires hundreds of acres for conservation annually, protecting species, habitat and smart development in the region. The County continues to expand its award-winning park system, which features over 150 facilities including local and regional parks, camping parks, historic park sites, fishing lakes, ecological preserves and a botanic garden. DPR operates and manages more than 56,000 acres of parkland and more than 380 miles of trails that foster an appreciation of nature and history. DPR is the first county parks department in California to receive accreditation by the National Recreation and Park Association for achieving high standards of operational excellence.

CAPITAL IMPROVEMENT PROGRAM

DPR's Capital Improvements Program includes approximately 100 to 150 complex projects in various phases of planning, design, permitting, contract advertisement, and construction. The Capital Improvement and Maintenance Operational Plan typically has a budget between \$100 million and \$120 million annually.

The program consists of a variety of park projects, including park amenities, trails, new parks, nature centers, existing park or building rehabilitation/improvements, etc. The projects are overseen from planning, design, contracting and construction. DPR facilities and parks are the pride of San Diego and there is a focus on best practices and state of the art design including LEED Certified or Zero Net Energy where possible. Responsibilities include establishing and implementing programs and procedures; developing and delivering strategic initiatives and operational objectives; coordinating and communicating with elected officials, executive management, local community planning groups, and others; performing fiscal planning and developing funding strategies; developing and tracking project scopes, timelines, and budgets; and provide overall program management for all phases of project portfolio.

A few key goals for the Capital Improvements Program this year are:

- Increase park sustainability and reduce carbon footprint by installing a minimum of one dual charging electric vehicle car charger at two parks that are determined to have most impact to electric car owners. This supports the County EV Roadmap goals, County CAP GHG emissions reductions efforts and the state's goal, which is to increase zero emission vehicle ownership and the installation of charging infrastructure. Install a photovoltaic system at a minimum of one park.
- Increase opportunities for public recreation in underserved communities by constructing 10 new park improvements or programs to meet expanding recreational needs. DPR will utilize data analyzed through its Capital Improvement Model and Comprehensive Needs Assessment to identify the gaps and prioritize projects in DPR's underserved communities
- Move toward more sustainable internal operations to contribute to enterprise-wide sustainability goals, greenhouse gas reductions, and regional decarbonization by implementing strategies and commitments
- Help ensure people of all abilities can safely enjoy the facilities of the La Chappa Ball Fields by planning and completing accessible improvements and enhancements, while also creating a functional and enjoyable experience for all park visitors

MINIMUM QUALIFICATIONS

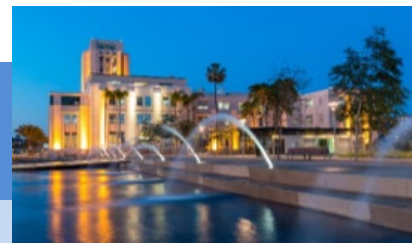
Applicants must possess the following:

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

Note: A master's degree or higher may substitute for a total of one (1) year. 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.

The ideal candidate will have a minimum five (5) years demonstrated experience in leading project managers over capital development and leading teams to prioritization, manage and complete parks and recreation development projects, candidates with current registration as a State of California Professional Engineer (Civil Engineer) and/or certified Project Management Professional are highly desirable.

SALARY & BENEFITS



COMPENSATION

The anticipated hiring range is \$150,000 – 160,000 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, thirteen paid holidays and ten days of paid executive time off
- 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 System](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$20,000

HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr; select the current job postings link.
2. Attach a copy of college degree, final transcript, diploma, or completion letter*.
3. Please attach a **one page**, single-sided, document outlining your responsibility leading Capital Improvement project managers and projects. If selected for an interview, be prepared to discuss this project and document submission. The one-page document is to outline your *responsibility* with the items including:
 - Role as a leader
 - Name and type of business/agency where experience was obtained
 - Type capital improvement project, or development project
 - Your overall responsibility
 - Scope and timeline
 - Budget, staffing, or other considerations
 - Community and stakeholder outreach

*Beginning July 1, 2022, the Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide 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 will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

*Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to make a determination of which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

This recruitment will remain open until August 29. A first review of applications will take place the week of August 15, 2022.

Interested candidates are encouraged to apply as soon as possible for consideration.

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 qualified individuals 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 to Veronica Gibson, Senior Executive Recruiter at Veronica.Gibson@sdcounty.ca.gov

Questions regarding the position or department should be directed to Lydia Lopez, Group Human Resources Director at Lydia.Lopez@sdcounty.ca.gov