



**COUNTY OF SAN DIEGO**

ECONOMIC DEVELOPMENT & GOVERNMENT AFFAIRS

# GROUP PROGRAM MANAGER

Creative Economy Manager

**Economic Development & Government Affairs**

Anticipated Hiring Range: \$120,000 - \$130,000 Annually

*Excellent Benefits*

S a n D i e g o C o u n t y . g o v



# The Position

The County of San Diego is seeking a dynamic and strategic leader to serve as Group Program Manager-Creative Economy Manager within the Office of Economic Development and Government Affairs (EDGA). This is a unique opportunity to make a lasting impact on the region's cultural and creative landscape while supporting the County's long-term economic prosperity. This position plays a vital role in advancing the Creative Economy, a sector that includes the arts, culture, design, and innovation, which contributes more than \$1 billion across the County and employs over 19,000 residents. In this role, you will also serve as the lead administrator to the County's Arts & Culture Commission, whose mission is to support and sustain the growth and vitality of San Diego County's diverse and vibrant arts and culture communities.

This unclassified position reports to the Deputy Director and will be responsible for the following duties:

**Commission Administration:** Serve as the primary staff liaison to the County's Arts & Culture Commission, providing administrative support, managing bi-monthly meetings, and ensuring alignment with Commission's mission and strategic goals.

**Public Art Oversight:** Collaborate with County departments on matters related to public art in County facilities and properties. This includes the development, review, and implementation of policies and procedures.

**Film & Media Production Coordination:** Lead regional efforts to attract and expand film, television, commercials, and print media production across the County. Act as the primary point of contact for production inquiries working closely with local jurisdictions and industry partners to promote San Diego as a filming destination.

**Regional Collaboration:** Serve as the County's liaison to other governmental agencies and partner organizations on issues related to arts, culture, and creative industries, including film and media.

**Creative Economy Support:** Champion initiatives that promote the growth of the Creative Economy through EDGA programs and collaborations with regional stakeholders.

**Outreach & Engagement:** Conduct community engagement and outreach efforts to support entrepreneurs and businesses across the spectrum of the creative economy spectrum.



## The Department

The Office of Economic Development and Government Affairs (EDGA) is responsible for maintaining the Board of Supervisors' Legislative Program, developing and implementing a dynamic economic development strategy, expanding the County's role in Arts and Culture, administering a Grants Office; and managing the County's Strategic Plan and governance documents. The department is comprised of four key groups:

- **Government Affairs** – Leads the Board's Legislative Program and advocacy. The team monitors and tracks state and federal legislation and engages accordingly to ensure such legislation benefits County Operations and the clients, customers, and constituents we serve. In addition, the team reviews state and federal budgets and works closely with the County's finance staff and departments to determine the impacts to the County's budget.
- **Binational Affairs** – Promotes cross-border collaboration and cultural understanding by strengthening relationships with partners in the U.S. and Mexico, particularly within the San Diego-Baja California region.
- **Economic Development & Prosperity** – Drives initiatives that support inclusive economic growth, including the development of the County's Comprehensive Economic Development Strategy (CEDS), workforce and business development programs, and strategic partnerships.
- **Grants Office** – Administers County grant programs that support non-profit organizations, small businesses and community-based efforts throughout the region, expanding access to resources and promoting regional resilience.



# The Ideal Candidate

The ideal candidate will be a strategic thinker and inclusive team builder who thrives in a fast-paced environment, can balance multiple priorities and brings a thoughtful understanding of diverse perspectives, community needs and stakeholder goals. This individual will have a proven track record of leading initiatives that advance arts, culture, creative industries, and public engagement, with a focus on impact, equity, and collaboration.



## Key Competencies and Experience:

- Experience engaging with the arts and creative sector, preferably with a strong understanding of the San Diego region's cultural landscape.
- Knowledge of the film, television, commercial, and print media industries, including familiarity with production logistics and location coordination.
- A history of building partnerships with a wide range of stakeholders, including non-profits, community-based organizations, philanthropic entities, entrepreneurs, and government agencies.
- Strong outreach and engagement skills, including experience in public speaking, facilitating meetings, and convening diverse groups for shared goals.
- Experience working with diverse communities and the ability to build trust, listen actively, and respond to community needs and feedback.
- Familiarity with government operations, including experience working within or alongside public-sector agencies, and an understanding of policies, procedures, and permit systems (preferred).
- Experience in economic development and/or small business support is highly desirable, particularly within creative and cultural industries.

## Minimum Qualifications

Three (3) years of experience that demonstrates the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency, OR a combination of education and/or experience as stated above.

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.

*Supporting a vibrant and inclusive economy to improve quality of life in our community.*

# Compensation & Benefits

The anticipated hiring range is \$120,000 - \$130,000 annually. Salary reviews are performance-based and goal-oriented.

## Benefits include:

- 15 days of paid vacation, 14 paid 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 \$15,000



## 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 & Values



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://www.sandiegocounty.gov/strategic-plan).



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](http://www.sandiegocounty.gov/hr)
2. Select the current job posting link: **25031810UACC**
3. Attach your resume at the Attachment step of the application.
4. Attach a copy of your degree, transcripts, or certified foreign equivalency

### Key Dates:

- Resume Review: Week of November 17, 2025
- Interviews: Week of December 1, 2025
- Expected Start Date: January 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.

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 determine which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

## Contact Information

You may direct any questions regarding the application or selection process to Jorge Puente, Executive Recruiter at [Jorge.Puente@sdcounty.ca.gov](mailto:Jorge.Puente@sdcounty.ca.gov)



**COUNTY OF  
SAN DIEGO**  
*You Belong Here!*

