



Community Engagement Manager

(Actual Classification: Group Program Manager)

County Communications Office

Anticipated Hiring Range:
\$100,000 to \$110,000 Annually

Excellent Benefits Package

www.sandiegocounty.gov

COMMUNITY ENGAGEMENT MANAGER

The County of San Diego has an exciting opportunity for a **Community Engagement Manager** in the County Communications Office. With Community Engagement at the center of the County's operations, this position is responsible for managing a Countywide engagement strategy. Under the supervision of the Assistant Director and Director, this position will work with partners, stakeholders and the community to build trust and provide access to help develop County policies and programs. The Community Engagement Manager will coordinate with Groups and departments to provide guidance and resources, leverage best practices, solicit and incorporate community input into programs and services, and use data to inform process improvement.

The position will embed community engagement in the County culture through internal communications and training; and provide opportunities for all community members to play meaningful roles in deliberations, discussions and decision-making in local County government, especially those who have been historically underserved.

The key responsibilities of the Community Engagement Manager will include:

- Plans, organizes, directs, and manages all activities of the County's engagement strategy
- Develops, recommends, and implements County policy and procedures
- Prepares budget, monitors revenues and expenditures, identifies risks and mitigating actions, and implements corrective actions
- Directs the development and implementation of short and long-range Countywide and departmental plans and objectives related to the functions of a large/major program or project including data analysis
- Establishes appropriate performance indicators to track both output and outcome (cost effectiveness, schedule adherence, and quality)
- Reviews and evaluates work, risks, and progress, and implements needed changes
- Reviews and negotiates contracts as needed for outside services or equipment
- Prepares executive and technical reports and correspondence
- The Community Engagement Manager will provide leadership and support to groups and departments across the organization to: help build and maintain meaningful connections between the County and the community, establish and share best practices, provide guidance and resources, and use data to inform decisions.
- Builds upon existing community engagement efforts and identify new opportunities to expand efforts with a focus on equity and access, especially in traditionally underserved communities.
- Enhances existing community and partner relationships through collaboration and outreach.
- Represents the County at internal/external committee meetings
- May supervise subordinate managers, supervisors, and staff

COUNTY COMMUNICATIONS OFFICE

The County Communications Office (CCO) informs and builds meaningful connections with the community and County employees through accessible and engaging communications. The department shares information about County operations, programs and services through media relations, web, video and graphic design using a variety of platforms, including [CountyNewsCenter.com](https://www.sandiegocountynewscenter.com), [CNC TV](#), and social media. The department also works with the community to expand opportunities for civic engagement through education and outreach.





THE IDEAL CANDIDATE

The ideal candidate will have a passion for community engagement, be open to all and a good listener, and have the ability to quickly earn and establish trust, both in the community and within an organization. The candidate will also possess a professional work history that demonstrates the following leadership competencies, attributes, and experience:

- Possesses experience in a community engagement, social/economic policy or economic justice capacity, including prior work with demonstrated outcomes in advancing equity as well as addressing disparities and disproportionality
- Builds and maintains trusted relationships with other organizations, partners and the community at large, especially those who have been traditionally underserved.
- Will be a passionate and dedicated leader who values openness and diversity of ideas.
- Able to engage, embrace, and celebrate the culture, ethnic diversity, and community values of the San Diego region
- Has knowledge of the County's mission, vision, values and General Management System.
- Possesses sufficient knowledge of equity, belonging and racial justice to inform and align programs, proposals, and policies to the County's Operational and Strategic Plan through this lens
- Has the ability to implement, organize, and manage engagement/input strategies, such as community presentations and events, focus groups, surveying, and listening sessions to support community engagement
- Possesses experience in effectively managing projects
- Identifies and resolves operational problems
- Possesses excellent oral and written communication skills
- Bilingual language skills are highly desirable.

SALARY & BENEFITS

The anticipated hiring range is \$100,000 to \$110,000 annually. Salary reviews are performance-based and goal-oriented.

Benefits include:

- 15 days of paid vacation, 13 days of paid sick leave, and 14 paid holidays
- Medical, dental, and vision plans
- Flexible Credits starting at \$452.50 each pay period, based on the selected level of medical coverage
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted, please visit www.sdcera.org for more information
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)

QUALIFYING APPLICANTS WILL POSSESS:

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) 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. 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.

HOW TO APPLY:

Applications and résumés may be submitted online at www.sandiegocounty.gov/hr; select the Current Job Postings, Job Number 22031804UCCOCE. Résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be referred to the hiring department for further evaluation. Candidates who are selected to move forward in the selection process will be contacted directly by the hiring department.

This recruitment will close on June 7, 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 a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.



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 \(sandiegocounty.gov\)](#) as well as our commitment to serve everyone, to build a Framework for the Future that will create a County that works for all.



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/selection process to Bryan Faircloth, Executive Recruiter at Bryan.Faircloth@sdcounty.ca.gov. For questions about the position, please contact Shontay Turner, Group Human Resources Director, at Shontay.Turner@sdcounty.ca.gov.