

COUNTY OF SAN DIEGO

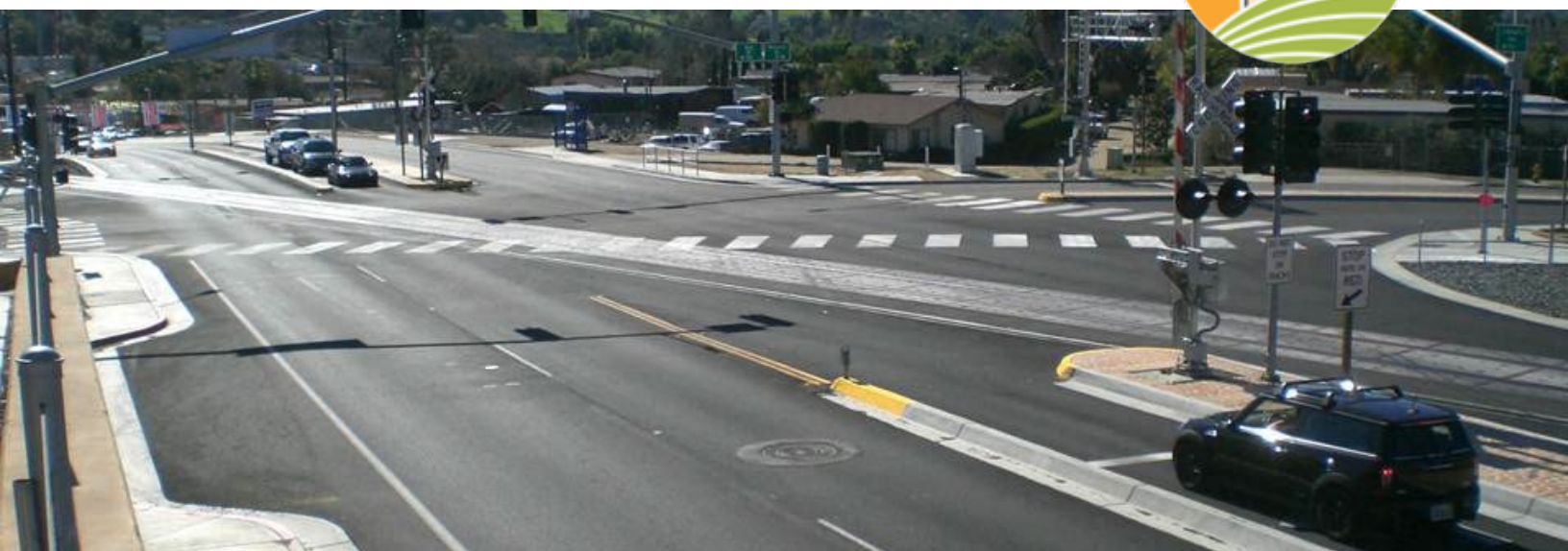


CAPITAL IMPROVEMENT PROGRAM

ASSISTANT PROGRAM MANAGER

Official Class Title: **Group Program Manager**
Anticipated Hiring Range: \$148,000-\$158,000

Commitment, Integrity, and Stewardship
Operational Excellence



THE POSITION

The County of San Diego is seeking a dynamic, highly motivated, and innovative leader to fill an immediate opening for **Assistant Program Manager** (Official Title: Group Program Manager). This unclassified management level position is assigned to the Department of Public Works, Engineering Services.

The Assistant Program Manager will report directly to the Capital Improvement Program (CIP) Program Manager. The Assistant Program Manager will facilitate and assist the CIP Program Manager with the development and implementation of the Department of Public Works' short and long-term capital improvement programming documents and annual Operational Plan. The CIP projects consist of infrastructure improvements and maintenance, including roads and road related drainage, new and refurbished bridges, flood control facilities, underground utilities for potable water and wastewater systems, and airport projects. The selected candidate will lead and support the project managers and their technical teams in working with a variety of stakeholders; attaining County and departmental objectives for the delivery of the CIP projects; while maintaining budget, schedule, scope, and operational goals. Other responsibilities include coordinating and communicating with executive management, local community planning groups, and others and present at public meeting, develop official correspondence, etc.

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
- Skilled in project management and outcome-based performance management
- 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, 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 public works infrastructure projects; and broad knowledge of standard practices related to public works infrastructure projects
- Knowledge of project and program management theories, procedures, and methods
- Knowledge of civil engineering practices, standards and processes
- Knowledge of applicable Federal, State, and local regulatory codes and rules; administration experience related to public works infrastructure activities and operations
- Knowledge of project management software and programmatic tools used for large portfolios of projects and resources.
- 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

Additionally, the ideal candidate will have demonstrated experience in leading civil engineering teams and projects in a public agency setting; and will possess relevant professional license or certification(s), such as Professional Engineer or Project Management Professional.

THE DEPARTMENT

The Department of Public Works (DPW) preserves, enhances and promotes quality of life and public safety through the responsible development and maintenance of reliable and sustainable infrastructure and services in the unincorporated region. DPW serves the unincorporated parts of the County of San Diego (County) maintaining our roads, sidewalks and bridges; providing wastewater services; keeping road drainage systems and flood control channels clear; operating traffic signals and streetlights; managing eight airports; providing professional project management, engineering, and construction contract services; and inspecting private developer construction sites and permit work performed in the County's Right of Way. DPW consists of four divisions responsible for a variety of services and activities.



CAPITAL IMPROVEMENT PROGRAM



The County's Capital Improvement Program (CIP) includes over 150 complex projects in various phases of design, right-of-way acquisition, and contract advertisement. About 25 to 30 construction projects are awarded annually. The Capital Improvement and Maintenance Operational Plan typically budgets between \$130 million and \$190 million annually for projects within the Right-of-Way; while maintaining budget, schedule, scope, and operational goals.

CIP works with County internal and external stakeholders to develop infrastructure improvement projects that provide community benefits. CIP provides outreach and engages with community members to better understand their needs and to communicate the benefits and effects of the capital project. This outreach and engagement process is a critical component to the success of capital projects and is the core function of the County's General Management System.

Post project development, CIP oversees the construction, transfer and implementation of DPW assets. New DPW assets are identified during project development and are monitored during construction and upon completion transferred to the asset owner for oversight. This is critical in allowing the assets to be capitalized, monitored and maintained by DPW.

MINIMUM QUALIFICATIONS

Applicants must possess the following:

A bachelor's degree from an accredited U.S. college or university in engineering (structural, civil, environmental, traffic), project management, 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. 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.

Experience leading teams in civil engineering or multi-disciplinary Public Works projects in a governmental or non-profit or relatable setting is highly desirable. Possession of relevant professional certifications such as Project Management Professional (PMP) or Professional Engineer (PE) is highly desirable.

SALARY & BENEFITS



COMPENSATION

The anticipated hiring range is **\$148,000-\$158,000**.

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, ten days of paid executive time off, 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 System](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

THE COMMUNITY OF SAN DIEGO

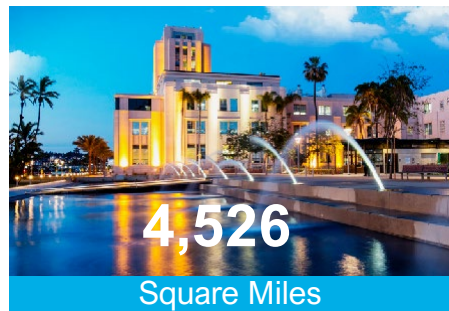
From our world-class beaches to almost year-round sunny weather, San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp District.

SAN DIEGO WEATHER ANNUAL AVERAGES

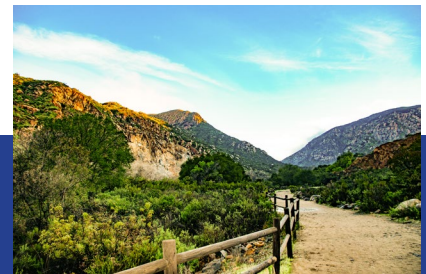
HIGH TEMPERATURE: 70°F

LOW TEMPERATURE: 58°F

RAINFALL: 10.4 INCHES



Heading east you will find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. Head west, and you will run into over 70+ miles of pristine coastline.



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.



LIVE WELL
SAN DIEGO

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

HOW TO APPLY

Applications may be submitted online at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 23031806U. Applications should include academic degrees held and dates conferred, employment history and positions held, dates of services, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

*Note: If qualifying with a letter of completion, a copy of your degree or final transcript must be submitted at time of appointment.

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

The Department of Human Resources removes personally identifiable information from all 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.

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, Department of Human Resources via email at: Veronica.Gibson@sdcounty.ca.gov

Lydia Lopez, Group Human Resources Director via email at: Lydia.Lopez@sdcounty.ca.gov

