PLANNING & DEVELOPMENT SERVICES
GROUP PROGRAM MANAGER
INFORMATION TECHNOLOGY EMPHASIS

Anticipated Hiring Range: $95,000 to $107,000 Annually
Excellent Benefits Package
THE POSITION

GROUP PROGRAM MANAGER-
INFORMATION TECHNOLOGY
PLANNING & DEVELOPMENT SERVICES

The County of San Diego invites résumés from candidates with exemplary qualifications for the position of Group Program Manager, Information Technology (IT) emphasis. This position will be assigned to the County’s Land Use and Environment Group, Planning & Development Services (PDS). The selected candidate will report to the Chief, Departmental Operations, and will be responsible for overseeing the IT functions of the department, among others.

THE IDEAL CANDIDATE

Planning & Development Services seeks a highly motivated and experienced professional with strong Information Technology (IT), project management, organizational, communication, and analytical skills for the position of Group Program Manager. This position is responsible for providing leadership and direction for departmental projects, group projects, and management objectives. The future incumbent will manage many of PDS’ enterprise-wide initiatives related to Information Technology and make critical major decisions related to those projects.

Duties may include, but are not limited to:

• Governs the land development business case management system (Accela Automation), including developing and managing technology policies and procedures related to information management, reporting standards, and security and access management.

• Identifies IT needs within the department and recommends appropriate policies and procedures to ensure security requirements and proper use of the systems; seeks opportunities for utilization of department-wide automated information systems; and oversees projects through implementation.
Planning & Development Services (PDS) is responsible for recommending how and where our communities will grow through programs such as the County’s General Plan and community plans. PDS reviews development applications in the unincorporated County to ensure they are properly designed and safely constructed. Other services include code compliance to ensure public health and safety, as well as hosting the County’s sustainability efforts. PDS has six divisions: Advance Planning, Building Services, Code Compliance, Land Development, Project Planning, and Support Services. PDS has an annual budget of $57.5 million and a total of 230 employees. For additional information on this department, please visit PDS.

PDS has received numerous awards from external organizations including:

- National Association of Counties (NACo) - Parcel Analysis Research Tool
- NACo Planning & Development Services - Document Library
- NACo Planning & Development - Expedited Hiring Events
- American Planning Association, San Diego Chapter Public Outreach – Climate Action Plan
- California State Association of Counties (CSAC) - Land Development Process Reorganization
- Association of Environmental Planners, San Diego Chapter - Climate Action Plan
APPLICANTS MUST POSSESS THE FOLLOWING:

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.

COMPENSATION

The anticipated hiring range is $95,000 to $107,000 annually.

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, 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 $10,000
From our world-class beaches to almost year-round sunny weather, the County of 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.

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, you will run into over 70+ miles of pristine coastline.

**SAN DIEGO WEATHER ANNUAL AVERAGES**

- **HIGH TEMPERATURE:** 70°F
- **LOW TEMPERATURE:** 58°F
- **RAINFALL:** 10.4 INCH

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.

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](http://www.livewellsd.org)
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 your résumé and cover letter.
3. Attach a copy of college degree, final transcript, diploma, or completion letter*.
4. Complete Supplemental Questionnaire with your application.

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

First review of résumés will be held the week of August 12, 2019. 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 Anna Lisa Acedo, Human Resources Services Manager, Department of Human Resources at AnnaLisa.Acedo@sdcounty.ca.gov or 858-505-6530.

Questions regarding the position or department should be directed to Jennifer Lawson, Group Human Resources Director for the Land Use and Environment Group at Jennifer.Lawson@sdcounty.ca.gov or 619-685-2441.