



## **PROGRAM MANAGER – CONSERVATION**

### **PLANNING & DEVELOPMENT SERVICES**

**(ACTUAL JOB CLASS:GROUP PROGRAM MANAGER)**

**Anticipated Hiring Range: \$126,000 to \$136,000 Annually**

**Excellent Benefits Package**

# THE POSITION

## PROGRAM MANAGER - CONSERVATION PLANNING & DEVELOPMENT SERVICES (PDS)



The County of San Diego is seeking a dynamic, highly motivated, and team-oriented leader to fill an immediate opening for a Program Manager – Conservation - PDS (Actual Job Class– Group Program Manager). This unclassified management position is assigned to the Department of Planning & Development Services (PDS), under the administrative direction of the Chief of Sustainability Planning. This position supports the Sustainability Division in providing oversight and guidance to large, often cross-functional organization-wide habitat and natural resource conservation plans and projects. The selected candidate will have strong communication and project management skills, with a demonstrated background in community engagement and policy development, including interacting with diverse stakeholders and community partners with diverse viewpoints. Duties may include, but are not limited to:

- Direct the development, implementation, and monitoring of appropriate performance indicator data collection and analysis
- Manages a team of conservation planners and oversees staff development
- Work closely with the Department's management team and policy staff to advise and make recommendations to executives and programmatic staff on policies and programs
- Report new information to County management on regulations, policy changes, legislative changes, and information for the regulatory community
- Facilitate actualization between PDS departments and the stakeholder community as well as the staff of elected officials
- Review and prepare technical information for public distribution and records requests
- Prepare executive and technical reports, policy papers, and correspondence
- Monitor and coordinate high-priority PDS projects, while managing staff who are coordinating multi-departmental and multi-agency projects and programs with departmental program staff
- Provide oversight to department outreach including external communications, media responses, stakeholder/community engagement, social media, and administration

## CONSERVATION PROGRAM

In recent years, the County's conservation program has expanded in several areas, to focus on an expanded agricultural easement acquisition program and program support for local agriculture; a renewed Board-directed effort to complete the North County Multiple Species Conservation Plan; a new Board-directed effort to establish a butterfly habitat conservation plan; a previously Board-directed effort to establish an East County Multiple Species Conservation Plan; annual compliance and monitoring of private properties with the South County Multiple Species Conservation Plan; review of annexation agreements for consistency with biological mitigation requirements; preparation of long-range plans for and monitoring of State-designated groundwater basins and drought monitoring; expanded engagement with environmental, community, and economic stakeholders which is bringing in new stakeholders; and more coordination across each of the PDS Divisions and programs, as well as state and federal wildlife agencies.



# IDEAL CANDIDATE

The ideal candidate will have a proven commitment to conservation; thrive in a fast-paced, high profile and demanding environment; have depth and breadth of experience in the disciplines of strategic planning, project management, concept development, and performance measurements. The ideal candidate will possess excellent written and verbal communication skills.

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

- Possesses the ability to solve problems creatively and is solution oriented
- Be a proven communicator who provides oversight to department outreach including external communications, media responses, stakeholder/community engagement, social media, and administration
- Have the ability to establish rapport; build and support mutually beneficial relationships with internal and external stakeholders including elected officials and their staff, other organizations, associations, and community contacts
- Stay current on industry best practices and successful implementation
- Anticipate and prepares for opportunities not obvious to others to improve the status quo
- Possesses a commitment to mentoring, managing, and developing staff
- Commit self and others to improve performance and reach challenging goals



## THE DEPARTMENT

### PLANNING & DEVELOPMENT SERVICES

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 seven divisions: Long Range Planning, Sustainability Planning, Project Planning, Land Development, Building Services, Code Compliance, and Support Services. PDS's Fiscal Year 22-23 recommended budget is \$53.2 million and a total of 272 employees. For additional information on this department, please visit [PDS](#).

PDS has received numerous awards from external organizations including:

- NACo – "CEQA Training for Community Members and Stakeholders" in the category of Civic Education and Public Information (2020)
- NACo – "Code Compliance Community Outreach" in the category of Civic Education and Public Information (2020)
- NACo – "Accessory Dwelling Unit Incentive Program" in the category of Community and Economic Development (2020)
- NACo – "Borrego Valley Groundwater Sustainability Plan" in the category of Community and Economic Development (2020)
- NACo - "Electric Vehicle Roadmap" in the category of County Resiliency: Infrastructure, Energy and Sustainability (2020)

# MINIMUM REQUIREMENTS

## APPLICANTS MUST POSSESS THE FOLLOWING:

Qualifying candidates 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 that demonstrates the ability to perform the essential functions of the classification; OR, a combination of experience and/or education as stated above.

Note: A master's degree or higher degree may substitute for a total of one (1) year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

## SALARY & BENEFITS



### COMPENSATION

The anticipated hiring range is \$126,000 to \$136,000 annually.

### BENEFITS

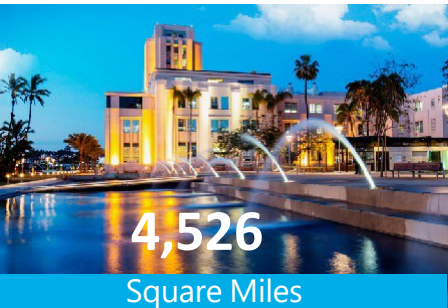
- Fifteen days of paid vacation, ten days of executive time off, thirteen days of paid sick leave, and fourteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly 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
- [Click here to view the detailed benefit plan for Unclassified Management \(UCL\)](#)

# THE COMMUNITY OF THE COUNTY OF SAN DIEGO



3,339,298

2022 Population



4,526

Square Miles



18

Incorporated Cities



70 MILES OF  
COASTLINE

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 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 INCHES



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



# HOW TO APPLY

1. You may complete an online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr).
2. Select the current job postings link, job number 22031810USP.
3. Please attach a copy of your college degree, final transcript, diploma, or completion letter.

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.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

A first review of resumes will take place the week of January 3, 2023.

## 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 [Bryan.Faircloth@sdcounty.ca.gov](mailto:Bryan.Faircloth@sdcounty.ca.gov), Executive Recruiter, Department of Human Resource.

Questions regarding the position or department should be directed to [Lydia.Lopez@sdcounty.ca.gov](mailto:Lydia.Lopez@sdcounty.ca.gov), Group Human Resources Director for the Land Use and Environment Group.

