

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



PLANNING & DEVELOPMENT SERVICES (PDS)

GROUP PROGRAM MANAGER
ADVANCE PLANNING DIVISION

Starting Pay Range \$105,000 to \$115,000
Excellent Benefits Package

www.sandiegocounty.gov

GROUP PROGRAM MANAGER | COUNTY OF SAN DIEGO

PLANNING & DEVELOPMENT SERVICES | ADVANCE PLANNING DIVISION

The County of San Diego is seeking a dynamic, independent, strategic, and innovative leader to fill a Group Program Manager position in Planning & Development Services (PDS), which is part of the County's Land Use & Environment Group. This unclassified management position will be responsible for assisting the Chief, Departmental Services in providing leadership and oversight over functions and activities of the Advance Planning Division.

THE IDEAL CANDIDATE

The ideal candidate thrives in a fast-paced, high profile and demanding environment; has depth and breadth of experience in the disciplines of strategic planning, project management, and performance measurement.

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

- ◆ Knowledge of laws, ordinances, and regulations related to planning and land use, such as CEQA and NEPA; and how these laws affect departmental operations.
- ◆ Stays current on industry best practices and how to implement them successfully.
- ◆ Anticipates and prepares for opportunities not obvious to others to improve the status quo.
- ◆ Commits self and others to improve performance and reach challenging goals.
- ◆ Thinks strategically and anticipates future consequences and trends while applying knowledge appropriately.
- ◆ Ability to mentor, develop, and coach staff; recognizes strengths and weaknesses of others and how to best manage them.
- ◆ Organizational and political awareness of sensitive issues and understands multiple stakeholder needs to develop consensus on projects and programs, including working with boards and commissions, community planning or sponsor groups, industry groups, community organizations, agency officials, and the public.

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, 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 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.

Desirable Qualifications: At least two years of experience managing professional staff engaged in the preparation and review of complex planning, land use, and environmental projects and programs in a public or private planning agency, company, or organization.

COMPENSATION

The annual salary range upon appointment for this position will be \$105,000 to \$115,000. Placement within range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

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, please visit the website for the [San Diego County Retirement Association \(SDCERA\)](#).
- Deferred Compensation Program (457) and 401(a) plans.
- May be eligible for relocation allowance up to \$10,000.

PLANNING & DEVELOPMENT SERVICES

Through operational excellence and attention to customer service, PDS strives to balance community, economic, and environmental interests to ensure the highest quality of life for the public of San Diego County. PDS has six major divisions: Advance Planning, Building Services, Code Compliance, Land Development, Project Planning, and Support Services.

PDS has an annual budget of \$44.8 million and 214 employees. For additional information on this department, go to the [PDS homepage](#).

ADVANCE PLANNING DIVISION

The Advance Planning Division implements the long-range vision planning for the unincorporated areas of the County of San Diego. The division maintains the County's General Plan, a document that provides the framework for future growth and development in the County and oversees the modernization and streamlining of policies and regulations to make them more responsive to today's land use challenges and technologies without sacrificing public safety and quality of life.

On average, the division manages 20 – 25 long range planning initiatives throughout the year. Advance Planning is developing several innovative strategic programs, including: Climate Action Plan, Comprehensive Renewable Energy Plan, North County Multiple Species Conservation Plan, and form-based standards and community indicators based on livability, sustainability, and healthy communities.

The selected candidate for Group Program Manager will be responsible for:

- Assisting the Chief in managing and overseeing the functions of the Advance Planning Division; and representing the Chief and PDS during meetings with elected officials, executives, and community members.
- Directing, organizing, and coordinating multidisciplinary teams in carrying out a variety of planning functions and providing full supervision, direction, guidance, and mentorship to a team of professional staff.
- Formulating and administering policy and procedures in a wide variety of areas.
- Supporting department-wide performance management and improvements; and performing high level project management functions, including overseeing scope, budget, schedule, and quality assurance.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.4 billion and provides services to the residents of the County through its 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline, which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sandiegocounty.gov/hr, select the link for "Current Job Postings."

Résumés should include academic degrees held, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review date for résumés will be Tuesday, August 8, 2017.

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 an individual with qualified 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 *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information, go to www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



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 and selection process to Anna Lisa Acedo, Human Resources Services Manager, at AnnaLisa.Acedo@sdcounty.ca.gov or 858-505-6530. Questions about the position or department should be directed to Valerie Espinoza, Acting Group Human Resources Director, at Valerie.Espinoza@sdcounty.ca.gov or 858-505-6951.

