

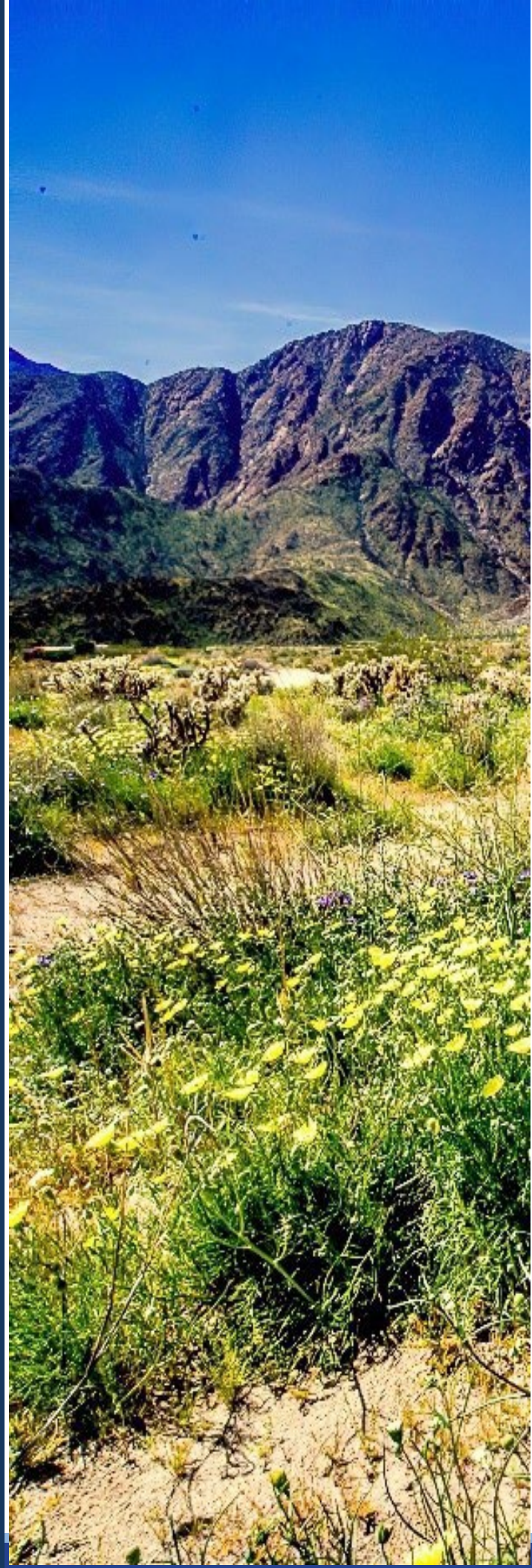
**COUNTY OF SAN DIEGO**

**CHIEF OF SUPPORT  
SERVICES**

**Planning & Development  
Services**

**Anticipated Hiring Range:**  
\$125,000 to \$135,000 Annually

**Excellent Benefits Package**



# THE POSITION



## CHIEF OF SUPPORT SERVICES PLANNING AND DEVELOPMENT SERVICES

Planning & Development Services (PDS) is seeking a highly qualified and experienced individual to serve as the **Chief of Support Services** (Actual Job Class: Chief, Departmental Operations). This is a key leadership position responsible for overseeing the support services functions of the department, including budget and finance.

Reporting to the Assistant Director, the Chief of Support Services for PDS will be responsible for:

- Administering, managing, and directing PDS Support Services as well as working with other PDS divisions to ensure proper budgetary controls are met by the department.
- Directing, organizing, and coordinating the work of analysts, accounting professionals, and support staff in carrying out a variety of financial, budgetary, and related administrative functions.
- Providing oversight and management for fiscal operations, including year-end activities, cost reports, audits, contractor invoice processing, and other key fiscal operations activities.
- Leading the development of complex financial analyses and modeling, rate development for new services, revenue optimization, payment incentives, cost avoidance, and contract management.

## THE IDEAL CANDIDATE

The ideal candidate will be a dynamic and visionary leader who values collaboration and thrives in an environment of multiple stakeholder priorities; possesses depth and breadth of technical experience in the areas of finance and budget; and understands multiple perspectives, agendas, and goals.

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

- Extensive financial background, including experience with preparing executive financial presentations, cost reports, budgets, and fee packages
- Strong leadership skills and experience leading a multi-disciplinary staff
- Ability to understand multiple budgetary program needs, follow through on commitments, and maintain good working relationships with a variety of stakeholders
- Strong teamwork and collaboration skills as well as provide strong guidance, mentoring, and coaching to direct reports
- Ability to develop others by recognizing the strengths and weaknesses of others, and knowing how to best manage them



# THE DEPARTMENT



Planning and Development Services (PDS) evaluates land use projects for regulatory compliance, sustainability, and environmental impacts. PDS develops forward-looking programs and plans to promote housing for all, equity and sustainability. PDS also provides review, permit, inspection, and code compliance services throughout the unincorporated area to ensure healthy, safe, and thriving communities. PDS advises the Board of Supervisors and Planning Commission on all land use projects, policies, and programs in the unincorporated county.

PDS has eight major divisions:

- Building Services
- Land Development (Engineering)
  - Long Range Planning
  - Support Services
- Code Compliance
- Project (Current) Planning
  - Policy, Outreach, Data
  - Sustainability Planning



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](http://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.



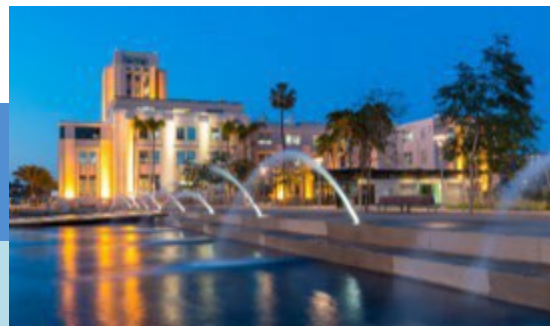
# MINIMUM QUALIFICATIONS

## Applicants must possess the following:

A bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency AND five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include at least two (2) years of management or supervision; OR a combination of experience and/or education as stated above.

**Notes:** 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. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

## SALARY & BENEFITS



### COMPENSATION

The anticipated hiring range is \$125,000 to \$135,000 annually.

Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

### BENEFITS

- 15 days of paid vacation, 13 days of paid sick leave, 10 days of paid executive time-off, and 14 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
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)
- 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 Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

# HOW TO APPLY

Applications may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select Current Job Postings, Job Number 23092705UPDS. 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.

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.

**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 Bryan Faircloth, Executive Recruiter, Department of Human Resources via email at:

[Bryan.Faircloth@sdcounty.ca.gov](mailto:Bryan.Faircloth@sdcounty.ca.gov).

Questions regarding the position or department should be directed to Lydia Lopez, Land Use and Environment Group Human Resources Director via email at:

[Lydia.Lopez@sdcounty.ca.gov](mailto:Lydia.Lopez@sdcounty.ca.gov).

