



**CHIEF, DEPARTMENTAL OPERATIONS  
FACILITIES OPERATIONS**  
DEPARTMENT OF GENERAL SERVICES



**ANTICIPATED HIRING RANGE: \$150,000 - \$155,000 Annually**  
**EXCELLENT BENEFITS**

# THE POSITION



The **Chief – Departmental Operations** is an Unclassified Management position that reports to the Deputy Director for Capital Construction in the Project Management Division (PMD) of General Services. The Capital Construction team oversees the procurement, design and construction of a variety of project and a variety of delivery methods (e.g., low-bid, Construction Manager At Risk, Design-Build, and Progressive Design Build). The Capital Construction team also oversees as-needed consultant contracts, building inspection services, and has a current program value of approximately \$600 million.

The Chief performs a variety of tasks, to include the following:

- Managing, supervising, leading, and coaching a team of project managers, construction managers, and construction inspectors.
- Evaluating and providing constructive feedback to direct reports.
- Providing clear, accurate, and concise briefings (both written and oral) to Department and County leadership in lay person terms.
- Anticipating and avoiding issues ahead of time to ensure his or her team's projects are delivered safely, with high quality, within budget, and on time.
- Assisting his or her direct reports in resolving complex design, construction, code compliance, budgetary, scheduling, community outreach, negotiation, and other issues. Building consensus for the proposed resolutions among internal and external stakeholders.
- Collaborating with the Department of Purchasing and Contracting to procure design and construction services in accordance with State and County competitive procurement requirements.
- Collaborating with DGS's Strategic Facility Planning (SFP) Division on planning projects for the Capital Construction Team to procure, design, and build.
- Ensuring completed projects are successfully turned over to DGS's Facilities Operations (FacOps) Division, which will maintain the facility for its lifespan.
- Collaborating with County Counsel to resolve contractual issues and improve standard contracts.
- Preparing Standard Operating Procedures (SOP) to standardize processes for the team and implement business process improvements.
- Preparing and giving presentations to external stakeholders (e.g., residents, community planning groups, and design review boards).
- Maintaining positive relationships with designers, contractors, client departments, and industry organizations (e.g., Design Build Institute of America, Association of General Contractors, Construction Management Association of America).
- Drafting and docketing letters to the Board of Supervisors.
- Arranging training for the Capital Team.

# THE POSITION



## MINIMUM QUALIFICATIONS

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

**Note:** A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

## SALARY & BENEFITS

The anticipated hiring salary range for this position is \$150,000 to \$155,000 annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented. Other benefits include:

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time-off 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 with San Diego County Employees Retirement Association. Please visit [sdcera.org](http://sdcera.org) for additional details on the generous employee retirement plan offered to County employees
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation expense of up to \$20,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)





## IDEAL CANDIDATE

The ideal candidate thrives upon the success of a team and enjoys an environment where collaboration is essential to successful project delivery. As a Chief, Departmental Operations – Facilities Operations, your professional history will demonstrate the following desirable competencies and attributes:

- Strong analytical and problem-solving skills.
- Lead with a growth mindset.
- Strong communicator with an ability to build consensus and find compromises.
- Be strategic and focused on outcomes.
- Exhibit empathy and compassion.
- Hold a professional license in a construction related field (e.g., licensed general contractor, professional engineer, architect).

## DEPARTMENT OF GENERAL SERVICES

General Services (DGS) is an internal service department within the County of San Diego. DGS ensures that other County departments have the necessary facilities, workspaces, services and vehicles to accomplish their business objectives. These services range from real estate leasing and acquisition support to capital improvement and architectural planning; from facility maintenance and repair services to security management and mail services; from vehicle acquisition and maintenance to refueling services. DGS is also a committed leader in energy and sustainability and has been recognized for its efforts in conserving energy resources while promoting expansion of renewable sources of energy in the County. To ensure these critical services are provided, DGS has a staff of 430 and a budget of \$289.1 million.

# HOW TO APPLY

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr) select Current Job Postings, Job Number 24092710UGS.
2. Attach your résumé and cover letter.
3. Attach a copy of your college degree, final transcripts or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

### Key Dates

Resume Review: Week of December 9th

Interviews: Week of January 13th

Expected Start Date: Month of February 2025

## SPECIAL NOTES

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.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Kevin Scott, Senior Human Resources Analyst, at [Kevin.Scott@sdcounty.ca.gov](mailto:Kevin.Scott@sdcounty.ca.gov). Questions about the position or department should be directed to Shontay Turner, Group Human Resources Director for the Finance and General Government Group, at [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov).



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.



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.