

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



DEPARTMENT OF PUBLIC WORKS AIRPORTS DIRECTOR Official Class Title: LUEG PROGRAM MANAGER

Anticipated Hiring Range \$125,000 to \$140,000
Excellent Benefits Package

www.sandiegocounty.gov

COUNTY OF SAN DIEGO
LAND USE & ENVIRONMENT GROUP - DEPARTMENT OF PUBLIC WORKS
AIRPORTS DIRECTOR (Working Title)
LUEG PROGRAM MANAGER (Official Class Title)

The Land Use & Environment Group (LUEG), Department of Public Works (DPW) is seeking a highly motivated and experienced leader to fill a LUEG Program Manager position to provide executive level leadership and oversight over eight (8) County airports. The selected candidate will also provide briefings or presentations to representatives of the County's Board of Supervisors, Chief Administrative Officer, Deputy Chief Administrative Officer, and executive level staff of outside agencies or private entities; provide direct supervision over subordinate Airport Managers; and perform grant administration/management functions.

THE IDEAL CANDIDATE

The ideal candidate will possess the following:

- ◆ Proven experience with an airport (general aviation, commercial aviation, or military airport or airbase) in providing executive level management and oversight over all major airport operations
- ◆ Experience serving as a supervisor or manager over at least five to ten operational managers and supervisors within an airport
- ◆ Strong knowledge and experience in FAA regulations and related laws, codes, and ordinances
- ◆ Thorough knowledge of FAA grant administration and management
- ◆ Knowledge of general budget and financial management concepts, such as full cost recovery processes
- ◆ Knowledge of concepts, principles, and practices of policy and procedure development and implementation
- ◆ Possession of a valid pilot's license and AAAE Certification.

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

- ◆ Sets and achieves challenging goals for the department
- ◆ Commits self and others to improve performance, and reach challenging goals
- ◆ Persists over time in the face of obstacles; and demonstrates tenacity
- ◆ Possesses a customer service-oriented management philosophy which transcends all levels of an organization
- ◆ Demonstrates organizational and political awareness of sensitive issues and understands multiple stakeholder needs
- ◆ Understands multiple perspectives, agendas, and goals; and anticipates problems and roadblocks
- ◆ Builds and supports mutually beneficial relationships with other organizations, associations, and community contacts
- ◆ Employ strategic thinking and anticipate future consequences and trends while applying knowledge appropriately
- ◆ Demonstrates strong teamwork and collaboration skills



MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification, which must include two (2) years of management or supervision; OR, a combination of experience and/or education. 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, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

COMPENSATION

The anticipated hiring range upon appointment for this position will be \$125,000 to \$140,000.

Placement within this 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 [San Diego County Employees Retirement System](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

THE POSITION

The selected candidate for LUEG Program Manager (Airports Director) will be responsible for providing overall management over eight (8) County airports with a total budget of \$18 million. This includes landside transportation; airside operations; airfield construction projects; leasing/real property; and airport engineering and maintenance activities at the County's commercial/general aviation airports, business parks, and retail centers. The future incumbent will have six direct reports and 30 indirect reports.

The future incumbent will coordinate with FAA/TSA/CBP and other law enforcement agencies to maintain security of airport property, buildings, facilities, and airfields; participate in planning and coordinating the use of airport facilities by airport tenants and other concerned organizations; work with various cities on aviation issues; plan for future development of County airports and seek grant funding for projects to modernize and improve safety of airfield/facilities; direct public and community relations activities at the outlying airports; prepare and review board letters and other correspondence, attend County Board of Supervisors' meetings and provide presentations and items for consideration; attend community meetings for Palomar, Fallbrook, and Gillespie airports; work with chambers of commerce and economic development groups; fulfill Equal Employment Opportunity responsibilities and county diversity goals; and apply sound supervisory principles and techniques in building and maintaining an effective workforce.



EIGHT (8) COUNTY OF SAN DIEGO AIRPORTS

The County's Airports is assigned to the Transportation Division of the Department of Public Works. The mission of the County's Airports is to operate and maintain, safely, efficiently, and cost effectively, the eight County airports, airstrips, and airpark, as part of the National Air Transportation System, in conformance with Federal, State, and local rules, regulations and ordinances and without cost to the County General Fund. There are eight airports in the County's system: Agua Caliente, Borrego Valley, Fallbrook Airpark, Gillespie Field, Jacumba Airport, Palomar Airport, Ocotillo Airport, and Ramona Airport. Additional information on the County's Airports can be found [here](#).

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 nearly 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

Applications may be accessed and submitted online. To apply, go to www.sandiegocounty.gov/hr then select the link for jobs. **The first review of résumés will take place on Monday, January 29, 2018.**

In addition to completing the application, please submit an updated résumé indicating academic degrees held, professional licenses and certifications held, employment history and positions held, areas of experience, levels of responsibility, key duties performed, reporting structure, and number of direct reports or staff.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

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 please visit 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 Lita Santos, Group Human Resources Director at Lita.Santos@sdcounty.ca.gov or 619-685-2441.

Class No. 000315
1/5/2018

