



**COUNTY OF SAN DIEGO**  
GENERAL SERVICES

# DEPUTY DIRECTOR

ASSET MANAGEMENT DIVISION

## GENERAL SERVICES

Annual Salary: \$160,000-\$165,000  
Excellent Benefits Package



# The Position

The County of San Diego, General Services (GS) invites résumés from highly qualified candidates to serve as **Deputy Director** in the **Asset Management Division** and continue the Department's momentum in reaching strategic objectives. Under the administrative direction of the Director, GS, this executive management position is responsible for leading the administrative and operational activities of a major division, including supervision of staff; and is primarily responsible for portfolio management of the County's 10-million square feet of owned and leased facilities, through two major business units, Real Estate Services, and Strategic Facilities Planning.

Real Estate Services provides property acquisition (leasing, purchase, relocation and disposal), property management, appraisals, and surveying services to support County functions. Strategic Facilities Planning performs space management, advanced planning to develop the Capital and Renovation/Major Maintenance plans, community engagement, CA Environmental Quality Act (CEQA) compliance review for capital projects, and condition assessment of County facilities. In collaboration with their team, the Deputy Director develops strategies and process improvements in response to emerging County programs and community needs.

Primary responsibilities are to coordinate, validate, develop, monitor and deliver the County's real estate acquisitions and property management portfolio, as well as the \$1B five-year Capital Improvement Needs Assessment (CINA) and \$200M two-year Major Maintenance Improvement Projects (MMIP) programs in partnership with internal client departments. The position provides leadership of approximately 35 technical professionals, including project managers, real property agents, facility and GIS analysts, environmental planners, and land surveyors. In addition to internal client departments, the Deputy Director engages with peers, County leadership, government officials, associations, consultants, citizen groups, and members of the public.

Real Estate Services experiences volume and complexity within its portfolio, serving growing programs in affordable housing, homeless solutions, restorative justice, behavioral health, and open space preservation. County surplus properties are being repurposed for affordable housing development under ground lease. Partnerships with local health networks, academic institutions, and municipalities will provide for the development of new Health and Human Services facilities through complex real estate agreements. The Real Estate Services business unit also manages approximately 400 active leases where the County is a tenant or the landlord, and provides right-of-way verification, valuation, and acquisition for public works projects.

The Strategic Facilities Planning unit actively produces near-term and longer-range strategic plans for the CINA and MMIP programs and performs the critical conceptual site planning services and CEQA, land use, and space management analyses that position individual projects for development. The unit conducts Facility Condition Assessments in close coordination with the Facilities Operations Division of GS to support appropriate investment in facility renewal and replacement. The unit develops Strategic Facility Plans for County departments and functions and creates Public Engagement venues for the community to learn which capital projects are planned, see where they will be built, and offer them the opportunity to provide feedback.

## Salary & Benefits:

The anticipated hiring salary range for this position is \$160,000 to \$165,000 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:

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Credits based on the selected level of medical coverage
- 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 \$20,000

# Ideal Candidate

The ideal candidate will be a decision-maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department. They will be committed to creating a culture of belonging and accountability to attract and retain high performing, diverse and inclusive team members. Their professional experience will demonstrate the following leadership competencies, attributes, and experience:

- Administrative and operational oversight for a public sector program or programs of similar size and complexity
- A track record of proven leadership, direction, and management of multidisciplinary project teams including staff, stakeholders, consultants, and contractors
- A focus on teambuilding and developing staff, to include recognizing exemplary performance, succession planning, performance accountability, employee engagement, and recruiting for professional-technical work
- Background in major project development to include programming, planning, estimating, environmental planning, zoning compliance, and experience with alternative delivery methods (design build and construction manager at risk)
- Ability to create quick conceptual facility solution plans in response to program and Board initiatives.
- Strong writing skills for drafting and editing Board of Supervisors (Board) Letters, reports to the Board and County executive management, project/program briefings, and presentations
- Significant “bandwidth” to balance managing the regular workload of the Division while also taking on high-profile special projects
- Demonstrated ability to maintain an enterprise-wide perspective in all activities and decisions
- Consensus-building and actively initiating organizational change while developing and maintaining long-term relationships; a commitment to improving performance and client services; demonstration of a growth mindset
- Assures the thorough analysis and integration of data from many sources before drawing conclusions, making recommendations, and taking action
- A degree in business, public administration, planning, engineering, architecture, or related field and/or licensure or certification is desirable



## Department Of General Services

The Department of 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.





# Work Where You Play!

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 can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp Quarter.

Heading east you will eventually 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. And head west, you will run into over 70+ miles of pristine coastline.

## San Diego County Facts:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

## San Diego Weather Averages:

- Average Temperature: 72°F
- High Temperature: 73°F
- Low Temperature: 58°F
- Average Rainfall: 10.4 Inches



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://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.



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.



## How To Apply

### Application Process:

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the current job postings link 25229002UAM.
2. Attach your résumé at the attachments section of the application.
3. Attach a copy of college degree transcripts, completion letter or diploma.

### Key Dates:

- Initial Resume Review: Week of March 31, 2025
- Interviews: Week of April 28, 2025
- Expected Start Dates: Month of June, 2025

### Qualified candidates will possess:

Five (5) years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include three (3) years of management level experience and at least one (1) year of supervision; AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency OR a combination of education and/or experience 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.

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

Questions regarding the position or department should be directed to Shontay Turner, Finance & General Government Group Human Resources Director via email at: [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov).