The County of San Mateo

is seeking qualified candidates for the position of

ASSISTANT DIRECTOR OF
PLANNING AND BUILDING

Apply Today!
jobs.smcgov.org
San Mateo County was formed in April 1856 out of the southern portion of then-San Francisco County with a population of fewer than 5,000 people and little in the way of commerce. Today, more than 764,000 people call San Mateo County home and it stretches the boundary of Silicon Valley northward. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.

Department of Planning and Building

Our mission is to serve the County and its communities by preparing, administering, and enforcing land use plans and development regulations that protect public safety, preserve agricultural and environmental resources, address housing and transportation needs, and create healthy and prosperous communities, in a manner that fosters community engagement and provides exceptional level of service.
THE POSITION:

The Assistant Director of Planning & Building is responsible for improving, organizing, directing, coordinating and evaluating the activities and programs related to the permitting functions within the Planning and Building Department. The Assistant Director also provides highly responsible and complex administrative support to the Director and exercises direct and indirect supervision over managerial, professional, technical, supervisory, and clerical staff.

THE IDEAL CANDIDATE:

- Strong working knowledge of the standards and procedures used by local government to regulate, permit, and inspect construction and development projects.
- Strong analytical skills and a firm sense of accountability and ownership for end-to-end project lifecycles.
- Experience in implementing business process redesigns that increase efficiencies and leverage the use of technology.
- Specific knowledge of and experience with coastal development, grading, subdivision, and design review permitting and appeal procedures.
- Familiarity with Accela or an equivalent case management system/permit database and experience developing and implementing on-line permitting systems.
- Exceptional communication skills and the ability to develop and maintain positive working relationships with a variety of County staff, elected officials, other agencies, and community members with diverse backgrounds and varying levels of knowledge about development review requirements and procedures.
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities.
- The ability to resolve complex and controversial land use and permitting disputes in an open, efficient, politically astute, and ethical manner.
- Ability to provide the highest levels of customer service to internal and external customers and to make prompt and sound decisions.
- Demonstrated experience managing and leading change, training, developing and supervising staff.
- Ability to review, monitor, and track performance measures and build a positive work environment.
- Experience establishing performance measurements and collecting and applying performance data to drive process improvements.
WHAT WE OFFER
The annual salary for this position is $157,368 - $196,721. In addition to salary, the County offers an excellent benefits package that is available to spouses, domestic partners, and eligible dependents. Visit Management Benefits at a Glance for details.

New managers to the County and current managers that are promoted into a more senior (management) role will be provided with the opportunity to select an internal coach that will support them during their first six months as part of their on-boarding/transition experience!

Retirement:
- Pension Benefit through County's retirement System
- Health Benefits for Retirees
- Deferred Compensation Plan
- Retirement Reciprocity

Paid Leave:
- 13 vacation days/year; additional days added with years of service
- 14 paid holidays/year
- 130 hours/year of Administrative Leave for Managers; can be taken as time off or 50% of balance cashed out.

Health & Wellness:
- 3 Medical Plans
- 2 Dental Plans
- Vision care paid by County Long Term Disability and $50k Basic Life Insurance paid by County; variety of Supplemental Insurance options available
- Employee Wellness Program

Work-Life Program:
- Commute Alternatives & Travel Subsidies
- Concern EAP (Employee Assistance Program)
- First Time Homebuyer
- Tuition Reimbursement
- FSA & Dependent Care Assistance
- Benefits for 2020 now include Legal Assistance, Auto, Home and Pet Insurance

RECRUITMENT SCHEDULE
Open Recruitment: ......................... October 23, 2020
Close Recruitment: .........................November 6, 2020
Application Screening: .................November 10, 2020
Panel Interviews: .............. November 18 and/or 19, 2020

APPLY ONLINE at
https://jobs.smcgov.org

For questions, please contact
Ramla Javed, Talent Acquisition Manager at rjaved@smcgov.org