County of San Diego **Class No. 002136**
Revised: April 17, 1992
Reviewed: Spring 2003

DIRECTOR, OFFICE OF SPECIAL PROJECTS

(Executive Management)

DEFINITION:

Under direction, to administer the activities of the Office of Special Projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position executive management class allocated only to the Chief Administrative Office. The Director, Office of Special Projects reports to the Chief Administrative Officer and is responsible for administering County-wide projects that have regional significance to the County, or are sensitive and complex in nature.

EXAMPLES OF DUTIES:

Plans, directs, organizes, coordinates, and evaluates the overall activities of the Office of Special Projects, which conducts complex and sensitive projects of County-wide significance; coordinates activities with County departments and other agencies; analyzes complex or sensitive problems or issues and recommends solutions to the Chief Administrative Officer or the Board of Supervisors; prepares executive-level reports and correspondence; acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles of the legislative process.
- The interrelationships of governmental agencies and jurisdictions.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management and fiscal management.
- General Management System in principle and in practice.

Skills and Ability to:

- Plan, organize, direct, and evaluate the overall activities of staff responsible for conducting complex and sensitive projects of countywide significance.
- Coordinate activities or projects with County departments and public/private agencies.
- Identify and resolve operational problems and recommend solutions.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on County activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.