



November 8, 2010

Number: U0002

The Redistricting Commission for the City of San Diego is accepting resumes for the unclassified position of

CHIEF OF STAFF
Redistricting Commission for the City of San Diego

Salary Range: Dependent on qualifications and experience

Recruitment: Open to all Qualified Candidates

Filing Deadline: December 3, 2010. Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The City:

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play.

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2011 operating budget of approximately \$2.8 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov

The Position:

The Redistricting Commission, subject to the provisions of the City Charter relating to referendum and initiative powers of the people, has the sole and exclusive authority to adopt plans which specify the boundaries of districts for the City Council. The Redistricting Commission must abide by San Diego City Charter Article II section 5.1.

There is currently one vacancy for Chief of Staff. The position reports directly to the Redistricting Commission and will perform the following duties:

- 1 - Supervise and train staff and assist in their hiring.
- 2 - Attend all Redistricting Committee meetings.

- 3 - Assist the Redistricting Commissioners and provide technical and demographic assistance to help them in formulating redistricting plans and maps and analyzing plans and maps brought forth.
- 4 - Work with the City Attorney's Office and Legal Counsel to obtain legal assistance where necessary to insure compliance with the Constitution, voting rights Act, the Brown Act and the City of San Diego Charter.
- 5 - Organize all aspects of the Redistricting Commission meetings, including working with City TV, and providing translation services as needed.
- 6 - Oversee the continuous update of the website and all other media outreach.
- 7 - Assist the Redistricting Commission in its efforts to fulfill its public participation plan.
- 8 - Compile databases of election returns and demographic characteristics at the census tract level.
- 9 - Compile expert reports, studies and court findings pertaining to redistricting.

NOTE: There is an expectation that the term of employment is from January 2011 to December 2011, but the Chief of Staff shall serve at the Commission's pleasure. This is a full-time position but will require a flexible schedule to allow for attendance at evening meetings.

Qualifications:

The ideal candidate will possess the following qualifications:

- Excellent communication, interpersonal, writing and computer skills.
- Highly ethical and objective, with the ability to navigate in a political environment without being political, and serve in an unbiased and impartial way.
- Strong interpersonal skills especially with traditionally underserved communities.
- Strong leadership/management/supervisory skills.
- Be a self-starter with a high degree of initiative. Ability to handle multiple assignments and work well under pressure.
- Good judgment, a high degree of political acumen.
- A working knowledge of the City of San Diego and its diverse communities.
- Ability to interact with public officials, community leaders, and the general public in a tactful manner.
- Ability to produce informational/educational materials relevant to redistricting.
- Ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed.
- Relevant experience, education and training which would provide the candidate with the knowledge, skills and abilities required to perform assigned duties.
- Experience working in support of a governing board is desirable.
- A strong background in urban planning is desirable.
- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs.

Any combination of education and experience that demonstrates these qualifications may be qualifying.

Management Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and 0.25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401(k) programs. Retirement benefits for current City employees may differ for this unclassified position. For further information contact the Human Resources Department at (619) 236-6313 and/or the Risk Management Department at (619) 236-6600. The benefits currently offered to employees may be subjected to future modifications.

Selection Process:

To be considered for this position, please submit two copies of each of the following: your current resume, a letter of interest highlighting your relevant work experience, and a list of three work-related references to in an envelope marked "*CONFIDENTIAL: Unclassified Recruitment – Chief of Staff Redistricting Commission*" to:

City of San Diego
Human Resources Department
1200 Third Avenue, Suite 1316, MS 56L
San Diego, CA 92101

Submission may also be sent via email to pholmberg@sandiego.gov. Candidates will be advised of the status of the recruitment following selection of the position. If you have any questions, please contact the City's Human Resources Department at (619) 236-6313.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Human Resources Director