



The City of San Diego is currently accepting resumes for

## **Program Manager, Real Estate Assets Department - U1465 (Unclassified)**

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### **SALARY:**

Depends on  
Qualifications

**OPENING DATE:** 12/16/14

**CLOSING DATE:** 01/02/15 05:00 PM

### **JOB INFORMATION:**

**Please see instructions on how to apply in the Selection Process section of this bulletin as this position cannot be applied for online.**

### **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 strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location make it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is known worldwide as "America's Finest City."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2015 operating budget of \$2.97 billion and employs approximately 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: [www.sandiego.gov](http://www.sandiego.gov).

### **The Department:**

Qualcomm Stadium is part of the Real Estate Assts Department of the City of San Diego. Thirty-seven full time employees keep the 70,000 seat stadium operating all year. The Stadium has an annual operating budget of approximately \$18 million and is considered a Special Fund within the City's system. Qualcomm Stadium first opened in 1967 and has been host to Super Bowls, the World Series, numerous BCS Bowl games and is home to the San Diego Chargers NFL team as well as the NCAA Division I San Diego State University Aztec football team.

### **The Position:**

The Program Manager position reports to the Stadium Manager. The position is responsible for, but is not limited to, administering stadium contracts with outside providers, contract review, compliance monitoring, contract renewals, working with the Stadium Manager and the Purchasing and Contracting department on selected projects, and preparing all reports to City Council. The Program Manager will be responsible for all aspects of the RFP/RFQ process. The Program Manager is also responsible for event

related activities. Event related activities include but are not limited to television maintenance and replacement monitoring, suite repairs and safety equipment distribution as well as custodial monitoring. Weekend, Holiday and evening work is a requirement. The Program Manager will also respond to general customer service requests as they arise.

**Qualifications:**

The ideal candidate will possess the following qualifications:

- Extensive knowledge and experience administering RFP/RFQ process within the City of San Diego system;
- Ability to administer various types of contracts such as construction, maintenance, parking, security and/or janitorial;
- Ability to monitor and ensure contract compliance.
- Ability to effectively and efficiently negotiate contracts;
- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs;
- A genuine focus on enhanced customer service and customer satisfaction;
- Excellent writing and communication skills;
- Strong interpersonal skills;
- Demonstrate flexibility and patience in high pressure situations;
- Basic IT software knowledge in Power Point, Excel, Word and Outlook;
- SAP experience is preferred;
- Ability to problem solve under time constraints;
- Strong customer service commitment;
- Ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Ability to communicate effectively to different audiences, including elected officials, various levels of City management and members of the public;
- Ability to work independently as well as part of a team in a fast-paced, high pressure environment with tight time constraints;
- Ability to comprehend small technical details and understand how they relate to the overall project;
- Highly ethical and objective, with the ability to navigate in a political environment without being political; and
- Energetic and motivated with the ability and desire to take initiative.

An ideal candidate will have a Bachelor's Degree in public administration, business management or a related field and 5 (five) years of experience working in a contract administration/management position or in a related position. 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. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits differ for this unclassified position depending on the candidate's eligible status (new hire, rehire, etc.). For further information, visit Risk Management, Employee Benefits at

[www.sandiego.gov/riskmanagement](http://www.sandiego.gov/riskmanagement). Some benefits currently offered to employees may be modified in the future.

**Pre-Employment Requirements:**

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

**Medical Examination:**

A City medical examination including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol free work place.

**Selection Process:**

To be considered for this position, please submit your: 1) current resume; 2) a letter of interest highlighting your relevant work experience and qualifications for this position; and 3) a list of three professional references via email to [HumanResources@sandiego.gov](mailto:HumanResources@sandiego.gov).

Following the closing date, resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an interview.

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.

Date Posted: December 16, 2014

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Recruitment #: U1465  
Class #: 2270-67

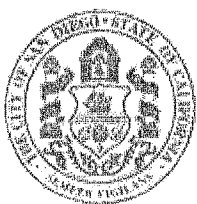
PROGRAM MANAGER, REAL ESTATE ASSETS DEPARTMENT -  
U1465 (UNCLASSIFIED)  
JC

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The City of San Diego is an equal opportunity employer. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

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The City of San Diego is currently accepting resumes for



## **Program Coordinator, Real Estate Assets Department - U1467 (Unclassified)**

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**SALARY:**

Depends on  
Qualifications

**OPENING DATE:** 12/30/14

**CLOSING DATE:** 01/23/15 05:00 PM

**JOB INFORMATION:**

Please see instructions on how to apply in the Selection Process section of this bulletin as this position cannot be applied for online.

**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 strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location make it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is known worldwide as "America's Finest City."

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**The Position:**

The Program Coordinator position reports to the Stadium Manager. The position is responsible for, but is not limited to coordinating all Stadium parking lot and Practice Field events and assists the Stadium Manager and Building Maintenance Supervisor on all Stadium events. The position is also responsible for working with the Senior Budget Analyst and Administrative Aide II for the prompt, accurate and timely invoicing as well as the fiscal reconciliation of parking lot and Practice Field events. The position is

required to submit an annual marketing/sales plan for the solicitation of new and high revenue generating events for the parking lot and Practice Field. The Program Coordinator works closely with tenants during events to provide customer service, and to help manage crowd and Life/Safety issues.

**Qualifications:**

The ideal candidate will possess the following qualifications:

- Experience working in large scale crowd management
- Experience coordinating large events in a multi-purpose facility;
- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs;
- A genuine focus on enhanced customer service and customer satisfaction;
- Excellent writing and communication skills;
- Strong interpersonal skills;
- Demonstrate flexibility and patience in high pressure situations;
- Basic IT software knowledge in Power Point, Excel, Word and Outlook;
- SAP experience is preferred;
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- Ability to comprehend small technical details and understand how they relate to the overall project;
- Highly ethical and objective, with the ability to navigate in a political environment without being political; and
- Energetic and motivated with the ability and desire to take initiative.

An ideal candidate will have a Bachelor's Degree in Facility Management, Marketing or a related field and 5 (five) years of experience in event coordination in a public facility or in a related position. Any combination of education and experience that demonstrates these qualifications may be qualifying.

**Management Benefits:**

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Date Posted: December 30, 2014

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Recruitment #: U1467  
Class #: 2282-5

PROGRAM COORDINATOR, REAL ESTATE ASSETS  
DEPARTMENT - U1467 (UNCLASSIFIED)  
JC

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