



Assistant Director of Land Use Services



San Bernardino County, California

Assistant Director of Land Use Services

Join our dynamic team at San Bernardino County, where innovation and positive changemaking are at the heart of everything we do! We’re on the lookout for an exceptional leader to join our Land Use Services Department. As the Assistant Director of Land Use Services, you’ll drive operational excellence within the Department, where you will have the opportunity to help shape the future of our county’s policies and services. The Department has an annual budget of \$47 million and a dedicated team of 262 employees in five divisions.

This is more than just a job, this is an opportunity to be part of something transformative. Our mission is clear: to create vibrant, sustainable communities while preserving our precious natural resources. We’re stewards of the environment, builders of strong economies, and champions of community development. As a key member of our executive team, you’ll have the opportunity to shape the future of San Bernardino County. We’re looking for passionate, forward-thinking leaders who thrive on challenge and are committed to fostering a culture of excellence. Here, you’ll find endless opportunities for both professional and personal growth as we work together to lay the groundwork for a sustainable and prosperous future. If you’re ready to make a real difference and be part of something bigger, join us in shaping the future of San Bernardino County. Apply today, and let’s build a brighter tomorrow together!

The Community

San Bernardino County has a beautiful natural environment, with towering mountains, lush palm trees, and a colorful variety of desert plants. The surrounding landscape provides a plethora of recreational opportunities, from boating on the serene waters of Lake Arrowhead to hiking the arid expanses of the Mojave National Preserve, exploring the scenic trails of Big Bear, or taking in the striking views of Joshua Tree. Beyond its stunning beauty, the County is a hub of economic activity, with sectors ranging from logistics and manufacturing to healthcare and tourism. The County’s history is deeply rooted in the pioneering spirit of the American West, evident in its numerous historic sites, museums, and cultural landmarks. The County spans 20,105 square miles, with 24 incorporated cities. The community’s 2.2 million residents are incredibly diverse.

The County

San Bernardino County, the largest County in the contiguous United States by area, has 25,000+ full-time employees and manages an annual budget of approximately \$9.7 billion. It is comprised of 42 departments and agencies, which are staffed by dedicated public service professionals who provide a wide range of vital services. The County’s organizational culture is defined by four pillars: value, innovation, service, and vision. To learn more about the County, visit: [County Website](#)

COUNTYWIDE VISION STATEMENT

WE ENVISION

- A COMPLETE COUNTY THAT CAPITALIZES ON THE DIVERSITY OF ITS PEOPLE, ITS GEOGRAPHY, AND ITS ECONOMY TO CREATE A BROAD RANGE OF CHOICES FOR ITS RESIDENTS IN HOW THEY LIVE, WORK, AND PLAY.
- A VIBRANT ECONOMY WITH A SKILLED WORKFORCE THAT ATTRACTS EMPLOYERS WHO SEIZE THE OPPORTUNITIES PRESENTED BY THE COUNTY’S UNIQUE ADVANTAGES AND PROVIDE THE JOBS THAT CREATE COUNTYWIDE PROSPERITY.
- A SUSTAINABLE SYSTEM OF HIGH-QUALITY EDUCATION, COMMUNITY HEALTH, PUBLIC SAFETY, HOUSING, RETAIL, RECREATION, ARTS AND CULTURE, AND INFRASTRUCTURE, IN WHICH DEVELOPMENT COMPLEMENTS OUR NATURAL RESOURCES AND ENVIRONMENT.
- A MODEL COMMUNITY WHICH IS GOVERNED IN AN OPEN AND ETHICAL MANNER, WHERE GREAT IDEAS ARE REPLICATED AND BROUGHT TO SCALE, AND ALL SECTORS WORK COLLABORATIVELY TO REACH SHARED GOALS.
- FROM OUR VALLEYS, ACROSS OUR MOUNTAINS, AND INTO OUR DESERTS, WE ENVISION A COUNTY THAT IS A DESTINATION FOR VISITORS AND A HOME FOR ANYONE SEEKING A SENSE OF COMMUNITY AND THE BEST LIFE HAS TO OFFER.

The Land Use Services Department

The Land Use Services Department consists of five divisions, including Planning (Current and Long-Range), Building and Safety, Land Development, Code Enforcement, and Administration. The Department's 262 staff are dedicated to ensuring a balance in the areas of housing, business, and recreational needs for the diverse cultures and communities of San Bernardino County! This is accomplished through comprehensive regional planning and enforcement of building standards, land uses, and environmental impacts. The Department uses their approximately \$47 million annual budget to improve the quality of life for residents and visitors to the County.

To learn more about the Land Use Services Department visit:
[Land Use Services – San Bernardino County](#)



The Position

San Bernardino County seeks top talent to join the organization at a transformative time. With the promise of challenge, exploration and adventure, individuals who thrive in a team-based, fast-paced environment with a desire to address the most complex issues facing local government today are encouraged to apply. This critical leadership role will lead the integration of various county services into a unified one-stop permit center. The County is looking for experienced professionals who possess a passion for community building, public service, and a desire to make a meaningful impact. The role involves organizational strategy and budgeting, developing performance-based budgets with key indicators, and aligning financial resources with strategic objectives. They will also demonstrate a commitment to community engagement and problem-solving. This role requires an individual who can anticipate issues, think critically, and adapt to changing circumstances, yet act with urgency to resolve emerging issues.

One of two Assistant Directors, the Assistant Director of Land Use Services reports directly to the Director and oversees the Planning, Building and Safety, and Land Development divisions. This position manages a total of 129 employees, including five direct reports, and assists in overseeing the department's approximate \$47 million budget. Building relationships and trust with the Board and Chief Executive Officer will be a priority, while the primary focus of this role is the Department's organizational management and development of a performance-driven budget to support decision-making. This also includes overseeing division budgets and leading initiatives to streamline workflow. This is an Unclassified position in the County service. Incumbents in Unclassified positions serve at the pleasure of the appointing authority and do not attain regular status.

The Ideal Candidate

The ideal candidate will be a strong leader and administrator who is a results-oriented problem solver with high-level political acumen. They will be able to challenge the status quo, seek to understand the perspectives of stakeholders, and imagine the possibilities of the future. They will have a crucial role in fostering innovation, building high-performing teams, and ensuring that the County's land use policies and programs are aligned with its long-term objectives. The ideal candidate is a people-centric visionary thinker who acts as a coach, mentor, culture creator, and developer of the next generation of professionals, all while ensuring a great customer experience.

Key Attributes

Leadership & Operational Integration

- » Proven ability to lead major multi-division projects with a focus on streamlined workflows, milestone tracking, and integrated service delivery. Experience building high-performing, cross-functional teams in a “one-stop shop” environment.
- » Capable of keeping complex, multi-agency projects on time by proactively identifying risks and managing timelines.
- » Track record of guiding projects from inception through to end, in partnership with vendors and stakeholders.
- » Brings extensive experience with complex development projects—including site plans, infrastructure improvements, utility coordination, and traffic and parking design—to support community-building through practical implementation, not just policy.

Strategic & Political Acumen

- » Demonstrates high political acumen and skill in cultivating strong relationships with community stakeholders, boards, state, and regional agencies.
- » Navigates politically sensitive projects while aligning with broader county priorities and community expectations.
- » Experienced in communicating the department’s value and progress to elected officials and the public.

Public Sector & County Experience

- » Understands the unique operational autonomy and operational range of county government.
- » Experienced in interpreting and implementing State mandates and County Code within a countywide service delivery framework.
- » Understands how to balance economic development and regulatory compliance in contexts such as agriculture, mining, and suburban development.
- » Demonstrates deep understanding of the California Environmental Quality Act (CEQA), including expertise in analyzing environmental impacts such as traffic, biology, and ecology, and integrating those findings into project review and approvals.



Subject Matter Expertise

- » Experienced in supporting economically vital but highly regulated sectors such as mineral mining, construction, and rural/agricultural development.
- » Knowledge of how land use decisions impact both business operations and environmental stewardship.
- » Able to align land use regulations with regional needs while reducing unnecessary administrative burdens.

Change Leadership & Organizational Culture

- » Acts as a change agent with the ability to assess and influence organizational culture-preserving what works while identifying areas for improvement.
- » Skilled at implementing cultural shifts that improve accountability, communication, and public service delivery.

Results-Oriented Management

- » Embraces performance-driven budgeting as a framework for resource allocation and strategic decision-making.
- » Acts as a thoughtful change agent, able to assess legacy systems and processes while identifying opportunities for cultural and operational renewal.
- » Brings a collaborative leadership style to inspire and support cross-divisional alignment and innovation.
- » Committed to streamlining workflows to enhance the efficiency of county staff and improve the experience of residents, developers, and businesses.
- » Focused on outcome-based management with clear metrics for success and service delivery.

Minimum Requirements

The selected candidate must possess the following qualifications or an equivalent combination of education and experience to successfully perform the essential functions of the position:

Education: Bachelor’s degree in planning, urban design, business/public administration, Finance, or a closely related field.

Experience: Fifteen years of relevant experience with a minimum of five years of leadership experience in a complex land use organization that is exposed to steady growth and development, with responsibilities in one or more of the following areas: Administration, Building and Safety, Budget, Code Compliance, Community Development, Planning, and Special Projects.

Preference given to candidates with experience working with CEQA or other similar state environmental regulations.



Salary and Benefits

The salary range for this position is **\$142,958 – \$205,150** annually, dependent on experience and qualifications.

The County also offers an alternative [Modified Benefit Option](#) (MBO) that provides a wage differential of 4% above the base salary rate (up to \$213,356 annually DOQ) with a complementing modified leaves package and benefits, including:

- » Use of increased pay rate to calculate County contributions to Retirement Medical Trust (RMT), 401(k), and 457(b) plans, leaves cash outs, and retirement contribution rates.
- » Flexible Paid Time Off (PTO) with cash out options.

Leaves Package

- » 14 paid holidays plus one additional paid floating holiday with the Traditional Benefits Package.
- » 80 hours of administrative leave with a cash-out option.
- » Traditional Leave Package with up to 160 hours of vacation accruals (based on service hours) with cash out option and paid sick leave with unlimited accrual.
- » Modified Benefits Package with up to 200 hours of Paid Time Off (PTO) accruals annually (based on service hours) with an annual cash out option of up to 160 hours.

Medical (Exempt Level C Benefit Package)

- » Medical and Dental Insurance for employees and eligible family members with premium subsidies.
- » Vision Insurance for employees and eligible family members.

Retirement

- » County pension (www.sbcera.org) vested after five years of service.
- » Retirement Reciprocity with CalPERS, CalSTRS, and 1937 Act plans.
- » 401(k) Defined Contribution Plan with 2 for 1 match up to 8% of the base salary.
- » 457(b) Deferred Compensation Plan with County contribution 0.5 times Employee contribution, up to 0.5%.
- » Retirement Medical Trust (RMT) with County contribution (based on service hours).

Additional Benefits

- » Tuition Loan Repayment up to \$10,000 for eligible loans.
- » County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment.
- » County paid short-term and long-term disability benefits.

To explore our comprehensive benefits and services, visit the [Employee Benefits page](#).

Application and Selection Procedure

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will ***not*** be contacted until final stages and only with prior permission of the candidate) by **August 4, 2025**. Resumes should reflect years ***and*** months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2493>.

For additional information about this position, please contact:

CPS HR CONSULTING
Your Trusted HR Advisor For 40 Years

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant. CPS HR Consulting will report the results to San Bernardino County. The County will then select candidates to be interviewed by a panel. A final interview process may be scheduled for selected candidates along with extensive reference and background checks.