



Koff & Associates
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SAN BERNARDINO
COUNTY

ASSISTANT DIRECTOR LAND USE SERVICES



THE COMMUNITY

San Bernardino County has a beautiful and diverse natural environment. The surrounding landscape provides a plethora of recreational opportunities, from boating on the serene water of Lake Arrowhead to hiking the arid expanses of the Mojave National Preserve. 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, and the community's 2.2 million residents are incredibly diverse.



ORGANIZATION & GOVERNMENT

San Bernardino County is a diverse public service organization serving America's largest county by area with 22,000+ full-time employees and an annual budget of approximately \$10.7 billion ([review our 2025/26 budget](#)). We are governed by an elected, five-member Board of Supervisors working through our Chief Executive Officer, Luther Snoke, all of whom are dedicated to creating a community where our nearly 2.2 million residents can prosper and achieve well-being. The County is comprised of 42 departments and agencies, which are staffed by more than 25,000 public service professionals who provide a wide range of vital services in the areas of public safety, health care, social services, economic and community development and revitalization, fiscal services, infrastructure, recreation and culture, and internal support. San Bernardino County's organizational culture is defined by the four pillars of value, innovation, service and vision.

THE VISION

We envision a County that capitalizes on the diversity of its people, geography, and economy to create a broad range of choices for its residents in how they live, work, and play. We envision a vibrant economy with a skilled workforce that attracts employers who seize the opportunities presented by the County's unique advantages. We envision 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. Come work with us to dynamically serve our residents!

[View our complete Vision Statement.](#)

THE DEPARTMENT

The Land Use Services Department (LUS) for the County of San Bernardino is responsible for guiding safe, orderly, and sustainable development throughout the county's unincorporated areas. The department's mission centers on balancing housing, business, environmental, and recreational needs through comprehensive planning, code enforcement, and the administration of building and land use regulations.

LUS supports community quality of life and public safety by providing a regulatory framework that manages growth while maintaining compliance with state and county laws. This includes reviewing development proposals, enforcing building standards, mitigating environmental impacts, and supporting residents, builders, and businesses through permitting and inspection services.



THE POSITION

The Assistant Director of Land Use Services serves as a key executive leader within the San Bernardino County Land Use Services Department, operating under the general direction of the Director. This role plays a critical part in the coordination, planning, administration, and direct oversight of major departmental functions, which include Administration, and Code Enforcement divisions.

The Assistant Director helps shape departmental policy, ensures operational efficiency, and provides leadership on strategic initiatives that guide land use, development, and regulatory services across the largest county in the United States by geography.

Duties and responsibilities:

Important responsibilities and duties may include, but are not limited to, the following:

Executive Leadership & Department Administration

The Assistant Director assists the Director in planning, organizing, and directing the overall operations of the Land Use Services Department. This includes managing and coordinating major departmental projects and monitoring their progress to ensure alignment with county goals. The role also requires reviewing proposed or adopted legislation to determine its impact on departmental operations and advising leadership on necessary adjustments or implementation strategies.

Duties and responsibilities, continued:

Fiscal & Program Oversight

In supporting departmental fiscal management, the Assistant Director helps oversee the department's budget by monitoring expenditures and ensuring financial activities align with established guidelines. The role includes researching and pursuing funding opportunities and ensuring that departmental programs meet their objectives in a cost-effective and accountable manner.

Policy Development & Implementation

This position is responsible for interpreting and administering state mandates and relevant provisions of the County Code. The Assistant Director formulates, recommends, and implements operational goals, objectives, policies, and procedures while also contributing to long-range planning efforts. Additionally, they make recommendations to the Director on strategies for improving departmental operations.

Personnel & Organizational Management

The Assistant Director oversees personnel administration by selecting and assigning staff, reviewing and authorizing personnel actions, and evaluating the performance of management and supervisory employees. The role also includes assessing training needs within the organization to ensure staff development and operational effectiveness.

Intergovernmental & Community Representation

As a key representative of the County and the department, the Assistant Director delivers presentations and maintains effective working relationships with federal regulatory agencies, regional and local agencies, the Board of Supervisors, various commissions and boards, city officials, and community organizations. This function ensures that the department's interests and initiatives are effectively communicated and collaboratively advanced.

Reporting & Special Projects

The Assistant Director prepares or oversees the preparation of major departmental documents, including Board agenda transmittals, general plan reports, grant proposals, funding applications, and other project-related reports. They may also act on behalf of the Director of Land Use Services during absences and provide temporary or vacation relief as needed.



THE IDEAL CANDIDATE

The ideal candidate is a strategic, people-centered leader with strong administrative, fiscal, and operational expertise in local government. They will oversee the department's business services, budgeting, operational systems, and process improvements while supporting two major divisions and managing 3–4 direct reports. They bring experience developing cost-of-service models, aligning fees with budgets, strengthening operational protocols, and improving systems such as the Accela permitting platform.

This leader communicates clearly and professionally, represents the department with credibility, and brings an inclusive, collaborative style that reduces silos and strengthens team cohesion. They excel at building relationships, facilitating cross-department collaboration, and engaging staff through regular leadership meetings and supervisor huddles. They demonstrate strong interpersonal skills, emotional intelligence, and the ability to unite technical experts around shared goals.

The ideal candidate is both strategic and execution-focused—capable of assessing workflows, aligning resources, and creating consistent, efficient administrative processes. They provide steady, accountable leadership without micromanaging, empower staff, support organizational improvements, and help cultivate a positive, high-performing culture.

QUALIFICATIONS

A combination of relevant experience, education, and training that provides the necessary knowledge and skills may be considered.

Experience:

Five years of administrative management 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.

Education:

Bachelor's degree in business/public administration, political science, engineering, planning, or other relevant field.



COMPENSATION & BENEFITS

The salary range for the position is \$148,720 - \$213,428 annually (Exempt/Range 84C) DOE/DOQ

The County also offers an alternative Modified Benefit Option (MBO) that provides a wage differential of 4% above the base salary (up to \$221,965 annually DOE/DOQ) with a complementing modified leaves package and benefits



Leaves:

- 15 paid holidays (Includes one paid floating holiday with Traditional Benefits Package)
- 80 hours of administrative leave with cash out option
- Traditional Leaves Package with up to 160 hours of vacation accruals annually (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 annual cash out option for up to 160 hours

Retirement:

- County pension 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 .5 times employee contribution, up to .5%
- Retirement Medical Trust (RMT) with County Contribution (based on service hours)

Health:

- Medical and Dental Insurance for the employee and eligible family members with premium subsidies
- County paid Vision Insurance for the employee and eligible family members
- FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period

Other 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

APPLICATION & RECRUITMENT PROCESS

The final filling date is July 28, 2026

To be considered, please electronically submit your resume, cover letter, and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/assistant-director-of-land-use-services/>

Resumes should reflect years and months of positions held, as well as the size of staff and budgets you have managed. For additional information, please contact:

Chelsea Freeman

510.570.3844

chelsea_freeman@ajg.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the County. The County will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



San Bernardino County
Opportunity
WORKS, LIVES & PLAYS *Here*