



HOUSING DIRECTOR

City of San José, California

Recruitment Services Provided By





The Opportunity

The City of San José offers a career capstone opportunity for large scale housing production leaders. With compelling financial resources, political, and organizational support, the selected candidate will have the opportunity to make generational impacts on the lives of many.

The City of San José

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing approximately 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 12th largest city in the nation. With nearly one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Zoom, Samsung, and eBay as well as start-ups and advanced manufacturing. The City of San José has twice been named “The Most Innovative Large City in America” by the Center for Digital Government.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country; and the rich cultural and recreational life of the entire Bay region. San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. For more information about the unparalleled quality-of-life in San José please visit <https://www.sjeconomy.com/why-san-jose>.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan, which embodies the City’s “more urban future,” proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.



City Government

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and her executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. The City also actively engages with the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 7,040 full time equivalent positions and a total budget of \$6.1 billion for the 2023-2024 fiscal year. Extensive information regarding San José can be found on the City's website at:

www.sanjoseca.gov.





The Department and The Position

The Housing Department's mission is to strengthen and revitalize our community through housing and neighborhood investments. Supporting this work is a staff of 110 with an annual operating budget of \$19 million for staff and non-personal/equipment expenses. The Director's Executive Management Team includes an Assistant Director and two Deputy Directors. Additional information regarding the Housing Department's current core services, related programs, and budget can be found in the [Housing Department's Budget Summary](#).

The Housing Director reports to and serves as a key advisor to the City Manager. The Housing Director stewards the Housing Element of the Envision San Jose 2040 General Plan; maintains alignment with the Five Year 2020-2025 Santa Clara County Community Plan to End Homelessness; and staffs and consults with the Housing and Community Development Commission. The Housing Director also is a vital member of two interdepartmental teams leading two of four City Council Focus Areas: (1) Reducing Unsheltered Homelessness; and (2) Attracting Investment in Jobs and Housing. More information about the Housing Director's impact on the City Council focus areas may be found in [2023-2024 City Council Focus Areas First Quarter Status Report](#).

\$ 19M
Operating Budget

110
Employees

The Ideal Candidate

Executive success in the City of San José is defined by an ability to model and sustain work that delivers on the City's One Team Leadership Values and Expectations. The City of San José seeks proven Housing Production candidates who bring their executive leadership capabilities in addition to specific knowledge, skills, and abilities:

- Proven leadership and management of large teams with commensurately large budgets that meet and exceed performance goals;
- Ability to focus on housing production while managing all aspects of the Housing Department's Core Services including homelessness services;
- Ability to engage, build trust, and sustain a working relationship with a wide range of stakeholders and partners including, but not limited to: residents (unsheltered, tenants, homeowners); nonprofit and community-based organizations; small- and large-scale housing providers and landlords including those operating under rent ordinances; affordable and market-rate housing financiers and developers; and regional, state, and federal regulatory and funding agencies;
- Experience working directly with under-resourced communities, centering data driven goals in equity and maintaining a consistent commitment to equity and inclusion;
- Proven leadership with a passion for working in a fast-paced and high profile environment;
- Excellent oral and written communication skills which enable the unbiased, clear, concise, and data driven presentation of information and recommendations to the City Manager's Office, City Council, community members, and other stakeholders on complex, controversial, or sensitive issues;
- Proven ability to build trust by communicating honestly, collaborating, and delivering equitable outcomes with all levels of the organization and with all interested stakeholders in the community;
- Ability to be politically astute and aware of how behaviors, policies, and practices look to others, whether by the Mayor and City Council, Senior Staff colleagues, employees, the general public, or the news media;
- Respect for and support of all the policies and directions set by the Mayor and City Council through the City Manager;
- Demonstrated ability to recruit, manage, and retain a high performing workforce, including building a positive workplace culture, implementing principles of effective and transparent communication, and ensuring internal staff development;
- Mastery of U.S. Housing and Urban Development (HUD) regulations, statutes, and policies;
- Demonstrated experience in use and oversight, including regulatory requirements, of State of California funding for homelessness and housing programs and services and associated regulatory requirements;
- Demonstrated experience in developing, implementing, and evaluating rental control policies that balance the interests of all stakeholders; and
- Demonstrated large scale experience and success in all phases of housing production development including preplanning, financing, and construction for affordable and market-rate housing.





Education & Experience

Education: A Bachelor's Degree from an accredited college or university in public administration, business administration, urban planning, real estate, human services or discipline related to the business performed by the department. A Master's Degree is preferred.

Experience:

- Ten years of progressively responsible professional experience that demonstrates proficiency at the management and policy making levels of a corporate or public organization responsible for a complex range of programs. Five years at a management and policy making management level.
- A combination of experience from the private sector followed by extensive experience in the public sector is ideal.

Compensation & Benefits

The annual salary range for this position is **\$185,359 to \$300,247**. This position also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary will be determined by the final candidate's qualifications and experience.

For more information on employee benefits, visit the City's [Human Resources Benefits website](#).





The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates are encouraged to apply online by **Friday, January 26, 2024**, at mosaicpublic.com/careers. Interviews are tentatively scheduled to be conducted in early to mid-February 2024.

The City of San José is an equal opportunity employer.