



City of San José Housing Department

Deputy Director



The City of San José Housing Department seeks a Deputy Director possessing skills in affordable housing, homeless response, rent stabilization, grants, policy, and/or administration to make an impact on the San José Community.

■ The City

Known as the “Capital of Silicon Valley” and historically referred to as the “Value of the Heart’s Delight,” the City of San José plays a vital economic and cultural role in anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the US.



San Jose’s rich past of welcoming immigrants led to the area being the center of innovation, resulting in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay, as well as startups and advanced manufacturing. San Jose’s quality of life is unsurpassed. Although the area is home to many large manufacturing plants, the city continues to play host to many canneries and food-processing centers that feed the country. San José is also the birthplace of transformative leaders such as César Chávez, Norman Mineta, and many others.

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 coast, including Santa Cruz, Monterey, and Carmel-by-the-Sea; 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.

The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

The San José area is powered by one of America’s most highly educated and productive populations. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally, while 40% 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.

In 2011, the City adopted [Envision San José 2040](#) as 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 proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban lifestyle.

■ The Housing Department

The City of San Jose's Housing Department's mission is to strengthen and revitalize the 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 Housing Department's current core services, related programs, and budget can be found in the [Housing Department's Budget Summary](#). The Housing Department supports two of four City Council Focus Areas:

- » Reducing Unsheltered Homelessness; and
- » Attracting Investments in Jobs and Housing.

Since the Housing Department was established in 1987, the City has been a leader in affordable housing, creating more than 21,000 new housing opportunities for San José residents through funding affordable apartments, overseeing the Rent Stabilization Program that provides protection to both renters and mobile homeowners, and implementing innovative programs to preserve unrestricted affordable apartments. The Housing Department also strives to make homelessness in San José rare, brief, and one-time through the implementation of the Community Plan to End Homelessness. The Plan is a collaborative public-private partnership with the County of Santa Clara's Office of Supportive Housing, the Santa Clara County Housing Authority, and Destination: Home, a nonprofit partner. The Housing Department manages four U.S. Department of Housing and Urban Development Programs entitlement grants in addition to numerous state and local grant programs. Over the past two years, the Housing Department has played a major role in protecting the community's most vulnerable residents by investing over \$150 million in funding to respond to the COVID-19 pandemic.



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■ The Deputy Director

While the Deputy Director provides leadership across the Housing Department, the position plays the integral role leading and sustaining an accomplished team in supporting the Reducing Unsheltered Homelessness City Council Focus Area. The Deputy Director works collaboratively with the Director, Assistant Director, and the Housing Department's leadership team, as well as the City's senior management team.

Ideal Experience and Qualities

The Deputy Director will be an energetic, self-directed, forward-thinking leader who has a keen eye for details, is very organized, is an excellent writer, and understands or is curious about regulations. The Deputy Director will have a high legal, ethical, and moral compass and is one who thrives in a fast-paced, often-changing, and very busy environment. The ideal candidate will be comfortable talking in public to various audiences and conducting community engagement. Equity and inclusion will be a regular consideration for the ideal candidate and will have experience leading change with these areas in mind. The Deputy Director will be a mentor and coach to staff, autonomously overseeing direct reports while regularly working collaboratively with the Director, Assistant Director, and Deputy Director to push the Housing Department toward its goals.

Required Education & Experience

A Bachelor's degree from an accredited college or university with major coursework in public administration, public policy, urban studies, economics, sociology, or a closely related field is required. A Master's degree is preferred.

A minimum of six years of increasingly responsible professional experience at a senior level with administrative, policy, and program work in a public or nonprofit housing or community development or financing organization, a nonprofit that provides services to people who are experiencing homelessness, a community development organization, including three years of management and supervisory experience in a leadership role.

■ Total Compensation

The salary range for the Deputy Director position is **\$148,563 to \$239,832** per year. The Deputy Director position also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary shall be determined by the final candidate's qualifications and experience.

The City provides an excellent array of benefits, including:

- » **Retirement:** Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option and deferred compensation 457b.
- » **Health Insurance:** The City contributes 85 percent towards the premium of the lowest-cost non-deductible plan. There are several plan options.
- » **Dental Insurance:** The City contributes 100 percent of the premium of the lowest-cost plan for dental coverage.
- » **Personal Time:** Vacation is accrued initially at the rate of three weeks per year, with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and, depending upon success in the Management Performance Program, could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- » **Holidays:** The City observes 15 paid holidays annually.
- » **Flexible Spending Accounts:** The City participates in Medical Reimbursement Programs and Dependent Care Assistance. Insurance: The City provides a term life policy equal to two times the annual salary. Long-term disability and AD&D plans are optional.
- » **Employee Assistance Program:** The City provides a comprehensive range of services through the EAP.

Visit the [City's benefits website](#) for more info.

■ Application and Selection

Interested parties should apply online by **January 12, 2024**. Submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues). References will not be contacted until a later stage of the recruitment. Your resume should reflect years and months of employment, including beginning/ending dates. Interviews are tentatively scheduled to be conducted in late January to early February 2024.

To submit your application, go to <https://www.cpshr.us/recruitment/2206>.

For questions, inquiries, or candidate recommendations, please contact:

CPS HR CONSULTING

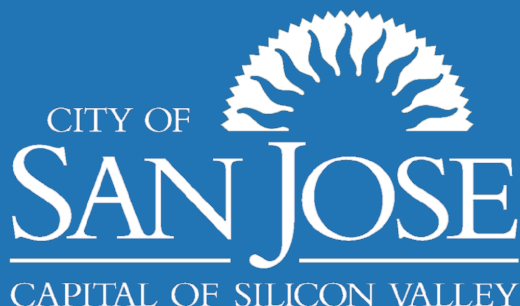
Pam Derby
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Or

Rachael Danke
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Qualified applicants will be contacted and scheduled for conversations.

The City of San José is an Equal Opportunity Employer that does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, employment, veteran status, or any other protected status. Qualified Women, Minorities, and Veterans are encouraged to apply.



The City of San José follows a [COVID-19 Mandatory Vaccination Policy](#)



MESA TERRACE

