

THE CITY OF SAN JOSÉ

With over one million residents, San José is the third largest city in California and the 10th largest city in the United States. Located 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, San José is surrounded by mountain ranges and enjoys an average of 300 days of sunshine a year. San José is one of the most diverse large cities in the United States, with no ethnic majority. The City is proud of its quality of life and celebrates the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. City operations are supported by 6,647 positions and a total budget of \$4.7 billion (for the 2019-2020 fiscal year). Extensive information regarding San José can be found on the City's website at <http://www.sanjoseca.gov/>.

DISTRICT 7

District 7 is one of most culturally diverse areas in the City of San José. Its population of approximately 100,000 people is composed of a strong Latino, Vietnamese, Filipino, Cambodian, Somoan and African-American community— many of whom are immigrants. It is home to Little Saigon, La Placita, and the Black Leadership Kitchen Cabinet of Silicon Valley. District 7 encompasses a rich tapestry of neighborhoods, businesses, and cherished San José institutions such as Kelley Park, History San José, the Japanese Friendship Garden at Kelley Park, the San José Giants, and the Santa Clara County Fairgrounds. It is also the future home of the San José Baraccuda hockey team. Residents come from all walks of life, speak many different languages, and embrace a wide variety of cultural traditions. District 7's diversity is its strength, and residents share a common goal of creating and maintaining a vibrant community in which to raise children and build a future.

Schools are the hubs of this high needs community, which includes the Franklin-McKinley School District, Alum Rock Union School District, Evergreen Elementary School District and the East Side Union High School District. District 7 has the busiest police district and fire station in the City, some of the most crowded census tracts in the City, and relatively high levels of segregation and poverty. Maya Esparza, the City Council member who represents the district has been leading positive change since she was elected in November 2018.

2020 Goals

The district's main goals for 2020 are to continue to establish and grow community connection through establishing and supporting neighborhood associations, schools and community organizations and by providing a high level of advocacy and service to District 7 residents

The heart of San Jose's Monterey Corridor lies in District 7, and it is one of the City's two industrial zones. In 2018, the city established the Monterey Corridor Working Group, which is tasked with addressing land use and transportation to turn the Monterey Corridor into a Southern Gateway to the City of San José.

Addressing housing needs is a high priority for District 7.

THE POSITION

The Chief of Staff supports the Councilmember by planning, directing, coordinating, and evaluating the overall operation of the Councilmember's office. The incumbent will manage the six-member District 7 Team, helping to sustain the good morale and positive attitude that enable the team to function at a high level and provide excellent service to the community. This person will serve as the main point of contact and project manager for District 7 within the City, relieving the Councilmember of administrative detail; acting as a liaison to other City Council offices; responding to constituent inquiries; attending and representing the Councilmember at governmental, community group, school, and service club meetings; and assuming responsibility for the office in the absence of the Councilmember. They will assist with legislation, field press calls, manage the office, and oversee the calendar with the scheduler.



THE IDEAL CANDIDATE

The ideal candidate is, first and foremost, someone who believes in public service and the power of government to improve the community. This person will be highly skilled at: managing multiple projects simultaneously, relating to people at all levels (internally and externally), building rapport, implementing solutions, and working constructively within a bureaucracy. To ensure successful outcomes, this individual will also be very pragmatic.

Education and Experience

Any combination of training, education, and experience that provide the knowledge, skills, and abilities to advise and support the Councilmember on matters of constituent services, public policy, community outreach and engagement, and communications. Typically requires a Bachelors degree and five or more years of government or public service experience. Experience working for an elected official at the federal, state, or local level or as a public or private sector manager are highly desirable. A Masters degree in public or business administration; or a degree in a technical field related to a municipal function is highly desirable.

Employment Eligibility

Federal law requires all employees to provide verification of their eligibility to work in this county. Please be informed that the City of San José will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employee application.

COMPENSATION & BENEFITS

The salary range is \$74,152.25 - \$147,807.45 and 5% non-pensionable pay. It is anticipated that the hiring range will be \$80,000 to \$100,000 annually. The City provides an array of benefits including:

- Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- Health Insurance – The City contributes 85% towards the premium of the lowest cost plan. There are several options.
- Dental Insurance – The city contributes 100% of the premium of the lowest priced 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. Sick Leave is accrued at the rate of 8 hours per month.
- Holidays – The City observes 14 paid holidays annually.
- Deferred Compensation – the City offers an optional 457 Plan.
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- Insurance – The City provides a term life policy equal to two times 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.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NED=707>.

HOW TO APPLY

Interested individuals are encouraged to apply immediately at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

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