



Deputy City Manager

City of San José



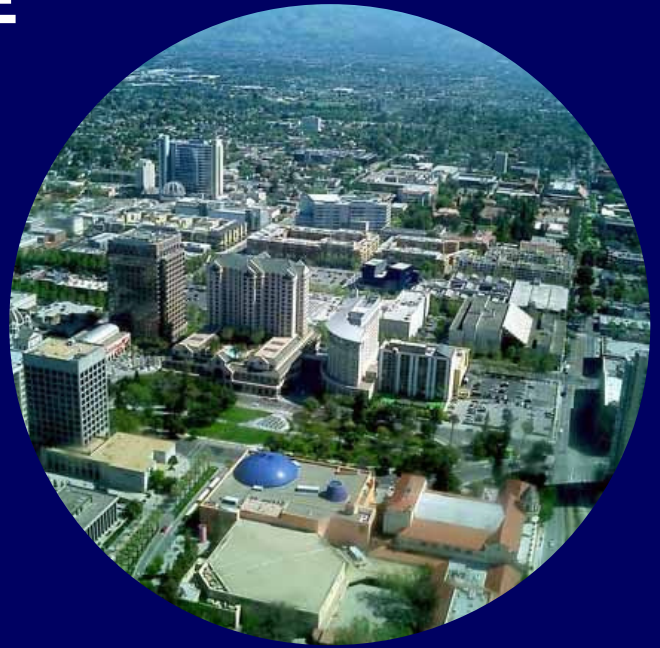
THE CITY OF SAN JOSÉ

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 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 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, Samsung, PayPal, and eBay as well as start-ups and advanced manufacturing.

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. 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 Interactive museum, 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.



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 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, 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.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a hybrid 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 the executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council. The City actively engages with the community through Council-appointed boards, commissions, and project specific engagement opportunities. In addition to providing a full range of municipal services including police and fire, San José operates an international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, 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 at San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,592 full time equivalent positions and a total budget of \$4.8 billion for the 2020-2021 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.



THE OFFICE OF THE CITY MANAGER

The Office of the City Manager provides strategic leadership that supports the Mayor and City Council in making public policy decisions and ensures the organization is delivering cost-effective services that meet the needs of our community with the highest standards of quality and customer service. The City Manager's Office also serves to guide fiscal and change management, the building and development of our workforce, and development of long term, data driven strategies to invest in the City's future.

The City Manager has identified the following eight enterprise priorities which are the primary focus of the City Manager's Office for the next several years:

Emergency Management and Preparedness:

Ensure San José is well-prepared for earthquakes and other disasters, particularly for those who are most vulnerable, as no issue is more important than the lives and safety of our residents.

Creating Housing and Preventing Homelessness:

Address the housing crisis and homelessness that confront our City, including adding 25,000 residential units in the next five years – including 10,000 affordable units. Work outside of traditional silos and create partnerships to creatively and effectively assist our homeless residents.

Safe, Vibrant, and Inclusive Neighborhoods and Public Life:

Ensure the diverse mosaic of people who live, work, and play in San José have vibrant public spaces and places that are beautiful, clean, safe, and inclusive. The people of San José need community spaces that bring them together across generations, cultures, and points of view.

The Future of Downtown:

Drive and integrate the complex mix of commercial and residential development, transportation improvements, and public space enhancements taking place Downtown to positively shape our City center for generations. The most transformational opportunity is the Downtown West Station Area where the planned transit station expansion aims to connect growing, regional and state travel services and attract substantial private investment.

Building the San Jose of Tomorrow – Private Development Services:

To drive economic investment and development as well as build the future San José that is outlined in the San José Envision 2040 General Plan, transform our planning, building, and permitting processes for small and large-sized businesses.

Smart, Sustainable, and Reliable City: 21st Century

Infrastructure: Update our energy, water, waste, transportation, and internet connectivity infrastructure, as well as translate traditional infrastructure such as roads and streetlights into 21st Century infrastructure so that we can compete in the global economy and address climate imperatives. The Clean Energy Program, long-term investments in the Regional Wastewater Facility and San Jose International Airport, and new strategies for Broadband and Digital Inclusion, as well as Automated/Electric Vehicles are some of the key focus areas.

Strategic Fiscal Positioning and Resource Deployment:

Continue to be both strategic and responsible in how we manage and balance the \$4.8 billion budget, as well as smart and efficient in how we serve our community. Look for opportunities to be cost-effective in all aspects of our service delivery system while working to ensure equity and inclusion in how services are delivered and, if new or expanded revenue sources are considered, minimize impacts to tax, rate and fee payers to the extent possible.

Powered By People:

Because our almost 6,600 employees power the City of San José, our success is dependent on our ability to create a dynamic and engaged workforce. Our employees' ability to provide excellent service is strengthened when we invest in attracting talent, providing opportunities for career growth, enabling an environment focused on health, safety, and wellness, and retaining a diverse workforce in a workplace that is equitable and inclusive.

THE POSITION

The position of Deputy City Manager serves as a key advisor to the City Manager regarding matters related to the administration of the City and assists in the formulation and execution of complex policies and programs to fulfill the goals and objectives of the organization. The position will be responsible for a portfolio of departments related to one or more city service areas to assist the City Manager in coordinating, engaging, and monitoring our departments, carry out City Council policy direction, and ensure service delivery goals. The position will also be the executive sponsor for one or more of the City Manager's Enterprise Priorities, ensuring appropriate focus and coordination to make significant accomplishments toward the priority. The position will represent the City Manager in a variety of intergovernmental and community activities and meetings, including coordinating the work of one or more standing City Council Committees to provide the City Council with information and recommendations for matters under consideration.

The City of San José seeks experienced and passionate municipal executive candidates who...

- Are proven leaders who enjoy working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- Can provide professional expertise and support the City Manager in the formulation, interpretation, and application of public policy.
- Can identify, provide focus and policy guidance, and monitor performance on our enterprise and other key priorities that align to broader organizational and community-wide dynamics, needs, and issues.
- Have extensive experience and the tenacity to work through complex, long-term and often difficult issues and projects, provide sound advice and consultation, and can demonstrate a positive record of achievement through working with both internal and external stakeholders to achieve City goals.
- Are skilled at collaborating and communicating effectively both verbally and in writing with all levels of the organization and all elements of the community in a straightforward and equitable basis, with sensitivity to diverse organizational and community cultures.
- Can provide leadership, appreciation, and advocacy for innovation and technology to enhance organizational effectiveness to ensure the City is serving the community to its best ability.
- Is politically astute and capable of mediating professional staff concerns and political interests, and comfortable with significant and regular interaction with the Mayor and City Council members.
- Make strategic connections, fill the gaps, and otherwise facilitate communication, understanding, and problem solving in community, political, and organizational contexts while being creative, detail oriented, and high accountable.
- Are excellent at sharing information both verbally and in writing, clarifying decision points, and serving as an early warning system as necessary while retaining a broad, big picture perspective and understanding the impact decisions can make on the City's overall well-being and goals.
- Can develop messages for different audiences, assist Departments in telling their "stories" in meaningful and compelling ways, and achieve overall organizational communications consistency for quality, effectiveness, and perspective.
- Recognize the importance of racial equity in terms of the City's service delivery system and meeting the needs of the most vulnerable in our community.

EDUCATION & EXPERIENCE

The Deputy City Manager is required to have a Bachelor's Degree from an accredited college or university with a major in public administration, business administration, or a related field. A master's degree is preferred. The Deputy City Manager is also required to have ten (10) years of progressively responsible administrative experience involving the planning, organization, and execution of varied work programs, including five (5) years of exemplary leadership experience.

COMPENSATION & BENEFITS

The salary range for this position is \$186,012 to \$289,819 per year. The Deputy City Manager 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.

In addition, 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.
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan 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 and depending upon success in the Management Performance Program could increase to up to 80 hours.
- **Sick Leave** – Sick Leave is accrued at the rate of approximately 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.
- **Vehicle Allowance** – The City provides a vehicle allowance of \$350 per month.

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



APPLICATION & SELECTION PROCESS

The final filing date is 5:00pm PST on Wednesday, November 25, 2020.

To be considered, please submit an electronic version of your thoughtful cover letter and comprehensive resume to **Randi Perry, Senior Executive Analyst**, via email at randi.perry@sanjoseca.gov.

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 virtual panel interviews via Zoom that are currently planned to take place on December 14 , 2020. The final candidate(s) will then meet with the City Manager and select members of the Senior Staff.

The City of San José is an equal opportunity employer.



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