



Director of Administration, Policy, and Intergovernmental Relations

City Manager's Office

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, Zoom, 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 and theater, cafes, restaurants, and professional sports. Inquiring minds are served by the Tech Interactive museum, the San José Museum of Art, and many local cultural and entertainment 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 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.

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.

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 currently 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 and motivates and challenges the organization to deliver high quality services that meet the community's needs. 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 Theatre, Mexican Heritage Plaza, and the SAP Center 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 almost \$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 meets 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 José 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.

OFFICE OF ADMINISTRATION, POLICY, AND INTERGOVERNMENTAL RELATIONS

The City Manager's Office of Administration, Policy, and Intergovernmental Relations is responsible for the administrative duties, policy analysis, and intergovernmental relations functions of the City Manager's Office. Administrative duties include: City Council agenda services; tracking and monitoring of City Council referrals; budget planning, monitoring, and management; staff hiring and onboarding; contract development and management; and accounting and purchasing services. Policy duties include: supporting the City Council's Policy Priorities annual process; providing in-depth analysis for City-wide Council policy implementation; offering advice and expertise to departments in policy formulation and implementation; and ballot measure research and development work. Intergovernmental Relations duties involve: tracking, analyzing, and supporting federal, state and local legislation. The Office's annual operating budget for Fiscal Year 2020-2021 is approximately \$2.9 million and is staffed with 12 full-time employees.



THE POSITION

As a member of the City's Senior Staff Leadership Team, the Director of the City Manager's Office of Administration, Policy, and Intergovernmental Relations reports directly to the City Manager, with day-to-day oversight by the Assistant City Manager. The position is integral to the administration, policy, and intergovernmental relations work of the City Manager's Office, which includes resolving complex administrative matters, supporting City-wide policy analysis and implementation, and monitoring, analyzing, and supporting legislation from the federal, state, and local government arenas. The position often coordinates with and acts as an internal and external liaison on behalf of the City Manager with City departments, various stakeholders, and the City Council, as needed. As a creative and collaborative leader, the Director position has a substantial capacity for managing and implementing a number of high-level projects simultaneously and in a timely manner, ensuring City policies are upheld and both internal objectives and community needs are met to the extent possible. The Director has a passion for public service and is driven by a specific desire to make a difference in the City of San José.

THE IDEAL CANDIDATE

The ideal candidate will...

- Be an established leader who enjoys working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- Be a highly collaborative, creative, and strategic thinker who brings forward new ideas to resolve complex issues and/or implement challenging projects and policies, while considering stakeholder impacts in formulating recommendations that are in the best interest of the community and organization.
- Demonstrate knowledge of and experience with applicable professional/technical principles and practices, including public policy and administration management, business management, city-wide and departmental procedures/policies, and federal and state rules and regulations.
- Possess superior verbal and written communication skills, as well as listening skills, with the ability to translate complex administrative matters, policy analysis, and strategies into understandable layperson's terms.
- Be highly resourceful and organized toward meeting job objectives, anticipate problems, be proactive, avoid difficulties by planning ahead, and display a willingness to assume extra responsibilities, special projects, and challenges.
- Can attract and retain excellent employees, build a high-functioning, motivated workforce, and mentor and develop staff.
- Is politically astute and capable of mediating professional staff concerns and political concerns, and is comfortable with significant, regular interaction with the Mayor and Councilmembers.
- Have specific knowledge of preparing budgets, maintaining budgetary controls, and tracking budgets; understand human resources principals and laws; have contract development and management experience; and understand accounting and purchasing practices.
- Is committed to equity and inclusion, including the use of equity tools for administrative, policy, and intergovernmental relations work.
- Understand practical and applied dimensions of public policymaking and implementation with specific experience defining complex policy issues, providing broader perspective for assessing policy alternatives, using multiple techniques for developing policy options, and developing strategies for successful implementation and ongoing evaluation.
- Have significant experience and understanding of how cross-boundary public policy making affects the City of San José and can actively engage other agencies to move forward San José priorities.
- Understand legislative and regulatory landscape at the federal, state, and local levels.
- Knowledge of monitoring and analyzing possible impacts of legislative and regulatory changes and developing proactive legislative and regulatory strategies.

EDUCATION & EXPERIENCE

The Director of the City Manager's Office of Administration, Policy, and Intergovernmental Relations 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 discipline, and ten (10) 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 and activities, including five (5) years at a management and policy-making management level. A Master's Degree in public administration, public policy, business administration, or a related discipline is preferred.

COMPENSATION & BENEFITS

The salary range for this position is \$162,463.63 to \$253,926.81 per year. The Director of the City Manager's Office of Administration, Policy, and Intergovernmental Relations 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 extended through Monday, April 5, 2021 at 5:00pm PST. To be considered, submit an electronic version of your cover letter and resume that reflects your prior experience in government policy. Please also submit thoughtful responses to the following questions:

1. Tell us how your career has prepared you to be the next Director of the City Manager's Office of Administration, Policy, and Intergovernmental Relations.
2. Please explain your approach to working across an organization to define policy issues/problems and design solutions that positively impact the community.
3. Please describe how you establish credibility with stakeholders when working on controversial or sensitive projects.

Randi Perry
Senior Executive Analyst
City Manager's Office
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 April 15, 2021. The final candidate(s) will then meet with the City Manager and members of the Senior Staff.



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.

The City of San José is an equal opportunity employer.