



Director of Planning, Building, and Code Enforcement

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 DEPARTMENT OF PLANNING, BUILDING, AND CODE ENFORCEMENT

The Department of Planning, Building and Code Enforcement (PBCE) recommends and implements policies which guide the physical and economic development of the City of San José toward the achievement of community goals. The Department promotes the City's viability and quality through enforcement of land use, construction, health, safety, and environmental regulations. The Department acts as chief 'city builder,' responsible for stewardship and implementation of the City's long-term growth plan. The Department's annual operating budget for Fiscal Year 2020-2021 is approximately \$70 million. The Department has a staff of approximately 320 employees and includes four divisions:

The Planning Division is responsible for both long range planning, which involves guiding the City's future through preparation of community-based planning and policies, as well as current planning through the review of development proposals. There are two Deputy Directors who oversee the Planning Division.

The Building Division conducts plan review and field inspection of construction projects to ensure conformance with health and safety requirements. The Division operates the City's Permit Center. A Deputy Director manages this Division with oversight from the City's Chief Building Official.

The Code Enforcement Division uses education and enforcement tools to facilitate compliance with Municipal Codes designed to maintain a healthy, safe, and clean environment, carry out land use policy, and preserve the quality of life standards that residents and businesses enjoy. A Deputy Director manages this Division.

The Administrative Division manages the Department's budgetary and technology systems enabling the Divisions to provide their respective services. An Administrative Officer manages this Division.

For purposes of the planning and entitlement process, key elements of the Planning and Building Divisions operate on the interdepartmental "Development Services Team" with Public Works Development Review and the Fire Marshall, and are co-located together in City Hall. Leadership of the inter-departmental Development Services Team lies with the PBCE Department Director.



TOP PRIORITIES

As a member of the City's Senior Staff Leadership Team, the Director of Planning, Building and Code Enforcement reports directly to the City Manager. The top areas of responsibility the next several years will be:

- Lead implementation of the City's Envision 2040 General Plan by working cooperatively with other department heads, the City Manager's Office, elected officials, the development community, and community members.
- Ensure that City land use policies are upheld, while balancing community objectives and market conditions.
- Lead implementation of the Diridon Station Area Plan and parking and mobility goals of Climate Smart San Jose.
- Facilitate housing development, including completing actions on the City's Housing Crisis Work Plan, leading the development of the sixth cycle of the General Plan's Housing Element, and completing urban village plans.
- Oversee and serve as accountable lead for Development Services Transformation, working closely with Public Works and Fire, to streamline processes and enhance customer experience.
- Strengthen inter-Departmental cohesion, communication, accountability, and a shared sense of mission and strategy.



OTHER KEY RESPONSIBILITIES

- Be an advocate for the workforce; work with the City Administration to improve employee hiring, retention, and development across the Department.
- Be an active, contributing member of City Manager's Senior Staff Leadership Team.
- Actively mediate and coordinate policy issues with other departments through the Community and Economic Development "City Service Area," including Transportation, Housing, Economic Development, Parks, and Environmental Services.

THE IDEAL CANDIDATE

The Director of Planning, Building and Code Enforcement will, with direction from the City Manager, manage and direct the Department to achieve community goals related to quality of life, environment, economic vitality, and safety.

The City of San José seeks a Director of Planning, Building and Code Enforcement who...

- Has experience and resolve to provide clear vision and ongoing direction for the Department and for Development Services.
- Is a fantastic articulator of and believer in the City's vision, and an effective and credible communicator within the City organization, with Mayor/Council, and with the public. Brings strong understanding and value of the role of the private sector, and passion about enabling development.
- Understands, appreciates, and supports the range of services provided by the four divisions in the Department.
- Is culturally competent and responsive at engaging a diverse workforce and communities.
- Seeks community connection and is skilled at listening to and engaging constructively with the communities and stakeholders they serve.
- Is committed to equity and inclusion, including the use of equity tools for planning and development.
- Is experienced, skilled, and passionate about transforming, building, and enabling organizations to deliver a better customer experience including improved timeliness and responsiveness, and brings a track record of effectively engaging employees in process improvement efforts.
- Is disciplined in using key performance indicators to set goals and track progress, learn, and improve. Values technology and data-driven decision making.
- Is politically astute and capable of mediating professional staff concerns and political concerns, and comfortable with significant, regular interaction with the Mayor and Councilmembers.
- While building confidence and trust in the Department, can nourish and foster relationships with other City departments, and with the community, developers, other agencies, and key stakeholders.
- Understands that the Director's most public and political role will be addressing land use, development, and planning policy issues. Planning experience is important in guiding/supporting staff recommendations and engaging publicly.
- Can set the tone and culture in the Department, attract and retain excellent employees, build a high-functioning, motivated workforce, and mentor and develop staff. Has experience in labor relations.
- Can manage a complex workplan and limited resources actively, creatively, and effectively, including a cost-recovery business model.
- Has experience with large development projects, including mixed-use, infill, transit-oriented, and urban form.

EDUCATION & EXPERIENCE

The Director of PBCE is required to have a Bachelor's Degree from an accredited college or university with a major in public administration, urban planning, business administration, engineering, or a related field, and ten (10) years of progressively responsible professional experience working on similar issues in a large city, including five (5) years of exemplary leadership experience. Significant planning experience with urban-form development is preferred. A Master's Degree in public administration, public policy, business administration, or a related discipline is preferred. A proven track record of organizational change and continuous improvement is also desired.

COMPENSATION & BENEFITS

The salary range for this position is \$162,463.63 to \$253,926.81 per year. The Director of PBCE 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 Monday, April 12, 2021 by 5:00pm PST. To be considered, submit an electronic version of your cover letter and resume. Please also submit responses (maximum 1000 words total) to the following questions:

1. What is your experience in managing growth in an urban community or city?
2. What is your proudest accomplishment in development permitting operations, including plan review and building inspection?
3. How do you view the role of code enforcement in community building and quality of life?

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 in late April. 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.