

DEPUTY DIRECTOR OF FINANCE, REVENUE MANAGEMENT

City of San José, CA





THE CITY OF SAN JOSÉ

The City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city, third largest in the State, 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 technology headquarters like Cisco, Adobe, Samsung, and eBay, as well as start-ups and advanced manufacturing.

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, the San José Museum of Art, and many local galleries and venues. The City is served by fifteen (15) of the 32 public school districts in the County of Santa Clara, 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 comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively channels that 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 the United States. More than 40% of the workforce has a bachelor's degree or higher, compared with 25% nationally. Forty percent 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 Council-Manager form of government. The City Council consists of ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his 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. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, 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 San José – home of the National Hockey League San José Sharks.

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City operations are supported by 6,592 positions and a total operating and capital budget of \$4.785 billion (for the 2020-2021 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and maintaining its consistently 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 website at www.sanjoseca.gov.

THE DEPARTMENT

The Finance Department mission is to manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for residents, businesses and investors. The Finance Department has four core divisions:

- Accounting
- Debt & Treasury Management
- Purchasing & Risk Management
- Revenue Management

The Finance Department works in partnership with the departments of Human Resources, Information Technology, and Public Works as the Strategic Support City Service Area to effectively develop, manage and safeguard City fiscal, physical, technological and human resources to enable and enhance the delivery of City services and projects. The Finance Department has 123 authorized positions.

THE POSITION

The Deputy Director of Finance, Revenue Management is a key member of the Finance Department's Senior Staff Team and plays an important role in managing the day-to-day operations and functions of the Department. The incumbent assists in the planning and supports the strategic direction of the Department and Division, manages special projects, and oversees the effective delivery of numerous complex financial functions.

The Deputy Director leads a 44.0 FTE organization with responsibility for Accounts Receivable, Business Tax, Utility Billing, and Revenue Compliance and Monitoring.

THE IDEAL CANDIDATE

The City of San José is seeking a Deputy Director who possesses a deep understanding of finance, especially in the areas of utility billing, business taxation, audits, and revenue collection, including delinquent accounts. The ideal candidate has a good understanding of internal controls along with strong writing and presentation skills. The best qualified candidate has experience with system implementation and will oversee the implementation of a new business tax billing system; and additionally adept at developing policies and procedures, as the Division is undergoing a review of its business processes and implementing new business systems to support its revenue management activities.

Successful candidates will be skillful at balancing a multitude of priorities simultaneously and exhibit a passion for high performance. The Deputy Director must be attentive to day-to-day activities and details, while also demonstrating the desire and ability to see the big picture. They should have prior experience leading large teams.

In addition to superior technical skills, the City is seeking candidates who are exceptional managers with proven histories of attracting and retaining top talent. The successful candidate will be an effective, motivational leader with the interest in and ability to help every member of the Revenue Management Division grow professionally. Viable candidates must have demonstrated success in creating and maintaining strong and cohesive teams. They encourage and celebrate collaboration. They have experience leading positive change in a highly decentralized, large organization.

The selected candidate will ensure each person in the Division has a career plan and receives timely guidance and feedback. When assigning work, they will make sure team members understand not just "what" needs to be done but "why". They will promote cross-training and stretch assignments to prepare staff members for the next steps in their careers, and will encourage staff to be more creative and innovative. They will also be sensitive to the importance of workplace culture and the need to keep even routine work rewarding and interesting. Versatility and a commitment to continuous improvement will be expected.

The Deputy Director will have extensive opportunities to interact regularly with the City Manager's Office, Budget Office, and numerous other departments giving the selected individual rare exposure to executive and senior level management. To that end, it is important that the selected candidate take pride and ownership in the success of the Division, Department of Finance, and the entire organization.

Minimum Qualifications

Education: Requires a Bachelor's degree in business, public administration, finance, economics or a related field.

Experience: Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency. Experience managing a work unit equivalent to a major division within a City operating department is desirable.

The ideal candidate will have in depth knowledge of finance and supervisory experience in a full-service municipality or similarly complex public agency is strongly preferred. Experience in a senior level role in the field of finance or business management, is highly desirable.

A Master's degree and/or formal leadership training and education will be considered favorably.

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

COMPENSATION AND BENEFITS

The current salary range for this position is \$124,012 - \$193,173 per year; placement within this range will be dependent upon the qualifications and experience of the individual selected. The Deputy Director also receives an ongoing non-pensionable compensation of approximately five percent (5%) and an attractive benefits package that includes, but is not limited to:

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 for the lowest-priced non-deductible plan. Several plan options are available.

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. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public 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 14 paid days annually.

Deferred Compensation – The City offers an optional 457(b) plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program (EAP) – The City provides a comprehensive range of services through its EAP.

Executive Mgt Benefits - <https://www.sanjoseca.gov/home/showpublisheddocument?id=21323>

Health Benefits - <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>

HOW TO APPLY

Resumes and required cover letters will be reviewed as applications are received. Please **apply online immediately** at www.alliancerc.com.

For questions, inquiries or candidate recommendations, please contact Cindy Krebs, ckrebs@alliancerc.com, or Sherrill Uyeda, suyeda@alliancerc.com.

ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440

La Palma, CA 90623

Telephone: (562) 901-0769

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