

# DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES, FIRE DEPARTMENT

City of San José, CA



## THE COMMUNITY 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.

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](http://www.sanjoseca.gov).

## SAN JOSÉ FIRE DEPARTMENT

San José Fire Department (SJFD) is a high-volume, high-performance, all-hazard fire department, providing service to and protecting a population of over 1.1 million residents within the 206 square miles. SJFD operates from 33 Fire Stations providing fire suppression, Advanced Life Support (ALS) and Basic Life Support (BLS) services as well as several specialized operations including Urban Search and Rescue (USAR), Aircraft Rescue Fire Fighting, and a Hazardous Material Unit with a Decontamination Unit. SJFD personnel are required to be, at a minimum, certified at the EMT-I level and all companies are required to have a certified Paramedic to provide advanced life support (ALS) level services.

SJFD is organized across five Bureaus: Field Operations, Fire Prevention, Support Services, Administrative Services, and Emergency Medical Services & Training. The Command/Executive Staff consists of the Fire Chief, Assistant Fire Chief, four Deputy Fire Chiefs, Deputy Director, and a Division Manager.

In Fiscal Year 2020-2021, Fire Chief Robert Sapien, Jr. oversaw an operating budget of \$270 million, providing 707 sworn personnel, 45 civilian fire communications telecommunicators, and 81 civilian positions for a total of 833 employees. Sworn employees of the SJFD are represented by the International Association of Fire Fighters (IAFF) – Local 230. Sworn personnel through the rank of Battalion Chief and civilian employees through the Administrative Officer classification are part of the city's Civil Service System.

SJFD is adding and upgrading infrastructure. In November 2018, San José voters approved the \$650 million Disaster Preparedness, Public Safety and Infrastructure Bond (Measure T) which enabled planning and building of three new fire stations, relocation/replacement of two aging fire stations, and Communications Center and other facility upgrades. In addition to Measure T bond projects, a new fire station is being constructed at Mineta San José International Airport and the Fire Training Center is being relocated and replaced.

# DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES, FIRE DEPARTMENT

City of San José, CA

## THE OPPORTUNITY

This is an exciting role to have the opportunity to participate in various projects that yield a high positive impact to the City of San José community at large. San José Fire Department is a lean organization and staff are hard-working and goal-driven team focused on advancement of the San José Fire Department "Vision 2023" Strategic Business Plan. SJFD seeks a Deputy Director of Administrative Services to assist in achieving its goal to be a National Leader in "All-Hazard" Emergency Response and Fire Prevention Services. Supporting all other SJFD bureaus and divisions, the Deputy Director of Administrative Services has direct involvement in almost all aspects of the Department.

Reporting to the Fire Chief, the Deputy Director of Administrative Services is responsible for the Fire Department's operating and capital budgets, fiscal management, grants, revenue generation, human resources and internal affairs, and information technology. The Deputy Director works closely with the City Manager's Budget Office, Human Resources and Employee Relations Departments. The Bureau of Administrative Services is supported by an Administrative Officer and 15 staff members at SJFD Headquarters and an IT Manager with 10 staff members located at the Fire Training Center.

The ideal candidate will be a working manager who can function effectively within established systems and processes of a large and complex organization, working effectively with sworn and non-sworn staff. This candidate will be flexible, enthusiastic and engaged in the details of various projects. The top areas of focus for the selected candidate will be:

- Continue to represent SJFD and work collaboratively with other City departments on city-wide initiatives, response and goals.
- Manage the day-to-day high volume of projects and assignments in a time-sensitive manner.
- Assist the leadership team in fostering change in a realistic manner.
- Demonstrate a strong work ethic and follow through to get the job done.

The ideal candidate will possess in-depth knowledge of local government finance and budgeting, human resources practices (recruitment, promotion, and professional standards), labor and civil service laws and practices. In addition, the candidate should have experience working with various working groups and have working knowledge of laws that pertain to Firefighter safety (e.g. Firefighters Procedural Bill of Rights Act of 2007).

The individual selected will have exemplary written skills and will exhibit superior organizational skills and demonstrate a keen ability to balance numerous competing priorities simultaneously. This individual would be team oriented and collaborative, possess strong management skills, able to personally generate publication ready reports and memoranda, ability to use discretion in handling sensitive and confidential issues, invest in the growth of staff members and recognize timeliness and quality of work products.

### **Minimum Qualifications**

**Education:** Requires a Bachelor's degree; business, public administration or other fields related to the duties and responsibilities of the position are preferred.

**Experience:** Six (6) years of 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 metropolitan agency operating department is 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 José 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

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 Management Benefits** – <https://www.sanjoseca.gov/home/showpublisheddocument?id=21323>

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

## HOW TO APPLY

Please apply **on-line** by **June 11, 2021** at [www.allianceRC.com](http://www.allianceRC.com). For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

**ALLIANCE RESOURCE CONSULTING LLC**

Telephone: (562) 901-0769

Email: [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com) or  
[ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)



<https://www.linkedin.com/company/alliance-resource-consulting>



Alliance Resource Consulting LLC

*An Equal Opportunity/ADA Employer*

