



City Manager

City of San José



10th Largest City in the United States

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.

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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 FUTURE OF SAN JOSÉ

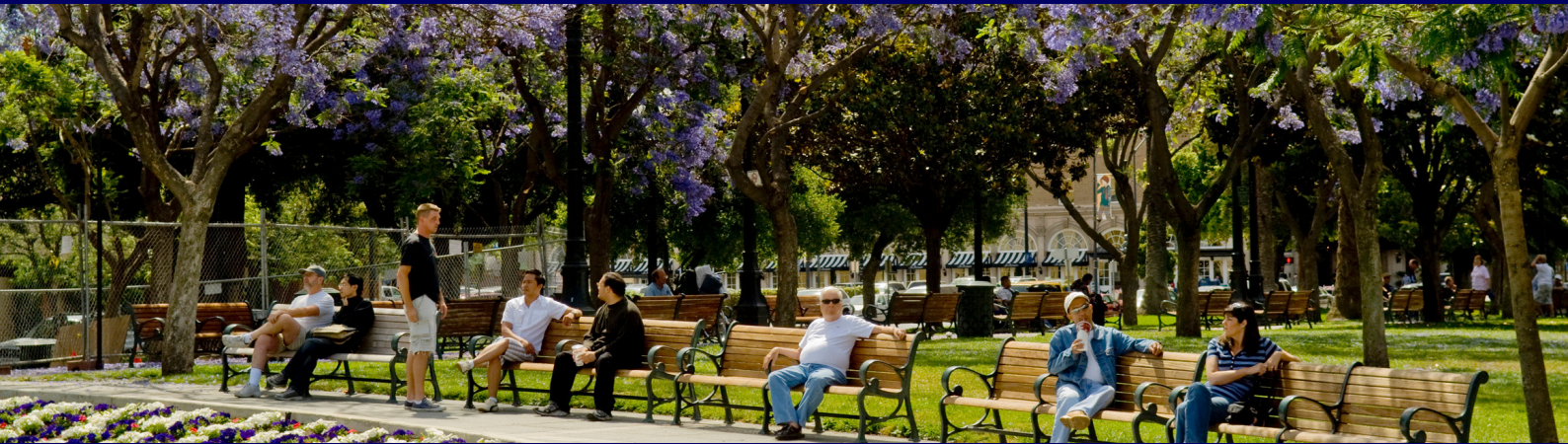
Opportunities and Challenges facing the City

- Address the affordable housing and homelessness crisis in San José.
- Advance systems change to ensure a level playing field for all residents, regardless of racial, class, and educational demography.
- Create a world-class, high density transit hub at Diridon Station connecting CalTrain, VTA Bus and Light Rail, BART, High-Speed Rail, Airport Connector, and bike share to advance our Climate Smart San José goals.
- Implement the City's Recovery Roadmap including post-pandemic initiatives covering housing stabilization, workforce development, small business support, food distribution, digital equity, and childcare.
- Attract and retain a dynamic, diverse, and engaged workforce. Invest in talent through training, opportunities for career growth, and an environment focused on health, safety, wellness, and equity.
- Expand beautification of the City, including management of the effects of street homelessness and encampments and curbing of illegal dumping.



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 POSITION

The City Manager, nominated by the Mayor for approval by the City Council, is the administrative leader of the City of San José. The City Manager is responsible for the operations of all City departments. Under policy direction from the Mayor and City Council, the City Manager directs the overall operations of the City functions within the purview of the City Manager's Office. The City Manager is responsible for executing all policies and programs as directed by the City Council and for making recommendations to the City Council to further the City's goals and objectives.

In accordance with Section 701 of the City Charter, the City Manager has the following powers and duties:

1. Appoint all officers and employees of the City;
2. Direct and supervise the administration of all dependents, offices, and agencies of the City;
3. Attend all meetings of the Council;
4. Be responsible for the faithful execution of all laws, provisions of the City Charter, and acts of Council subject to enforcement by the City Manager;
5. Prepare and submit an annual budget to Council;
6. Submit a complete report on the finances and administrative activities of the City at the end of a fiscal year;
7. Make reports to Council concerning the operations of City departments, offices, and agencies subject to the City Manager's direction;
8. Keep the Council advised as to the financial condition and future needs of the City;
9. Make recommendations to Council concerning affairs of the City;
10. And exercise other powers and perform other duties as specified in the City Charter or authorized or required by City Council.

EDUCATION & EXPERIENCE

The 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 discipline, and ten (10) years of experience in a responsible administrative capacity involving the planning, organization, and execution of varied work programs. Leadership experience in a complex private sector organization or as a City Manager in a comparable and diverse city and/or county are highly desirable. A Master's Degree in public administration, public policy, business administration, or a related discipline is preferred.

THE IDEAL CANDIDATE

The City of San José is looking for a candidate who has a commitment to innovation, equity, and diversity.

The ideal candidates:

- 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.
- Have integrity and courage and will be a collaborative and confident leader and team builder.
- Must be able to motivate staff to meet the high expectations of the organization and community.
- Demonstrate a positive record of achievement through working with both internal and external stakeholders to achieve City goals.
- 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.
- Are 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.
- Are proactive in bringing recommendations to City Council and keeping City Council informed in a timely manner.
- 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.



COMPENSATION & BENEFITS

The salary range for the City Manager is \$295,615 to \$358,216 per year. This position also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary will 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.
- **Sick Leave** – Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays** – The City observes 14 paid holidays annually. The City will add Juneteenth as a 15th paid City holiday in 2022.
- **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 Friday, August 6, 2021 by 5:00pm PST. To be considered, please submit an electronic version of your thoughtful cover letter and comprehensive resume to:

Randi Perry
Senior Executive Analyst
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 interview with the Mayor. Candidates deemed best qualified will be invited to interview with the City Council.



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.