

# DEPUTY CITY MANAGER

City of San José, CA





## 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, 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 nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and 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.

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. 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. 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 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and her 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 and commissions.

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In addition to providing a full range of municipal services including police and fire, San José operates an airport, 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 McEnergy Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,646 full time equivalent positions and a total budget of approximately \$5.1 billion for the 2021-2022 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](http://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 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 City has identified the following eight enterprise priorities which are the primary focus of the City Manager’s Office and the organization for the next few years:

**COVID-19 Pandemic: Community and Economic Recovery:** No event in living memory has been more painful or traumatic for our community than the COVID-19 pandemic and economic crisis which exacerbated existing inequalities. We must foster an equitable recovery from the pandemic to a “Better Normal”. The journey to healing, recovery and resilience will require unprecedented effort, resources, and creativity and must be done with the community, for the benefit of those most burdened by the crisis, guided by their wisdom, tapping into their potential, and building on their deep enduring strength.

**Emergency Management and Preparedness:** No issue is more important than the lives and safety of our residents. As the City shifts from an extended response to the COVID-19 pandemic to community and economic recovery, we must continue to prioritize the work of ensuring San José is well-prepared for earthquakes and other disasters, particularly for those who are most vulnerable. As a City, we will do more to be prepared for emergencies and commit to this priority with relentless attention and support.

**Creating Housing and Preventing Homelessness:** All people in San José need a place they can call home, and feel they belong as a vital part of the city around them. We must 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. Assisting our existing homeless residents requires the City to work outside traditional silos and align amongst several public and private partnerships to creatively and effectively address the challenge.

**Safe, Vibrant, and Inclusive Neighborhoods and Public Life:** The diverse mosaic of people who live, work, and play in San José deserve 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.

**Building the San José of Tomorrow with a Downtown for Everyone:** San José has a bold plan that envisions a more urban, connected, and livable city by 2040. Making this a reality will require driving private development and ensuring those investments create great places. The center piece of these efforts, our Downtown plan, is a complex mosaic of new train lines, large offices mixed with vibrant street retail, urban housing, and creative public spaces.

**Smart and Sustainable City: 21st Century Infrastructure:** Competing in the global economy and addressing climate imperatives requires updating our energy, water, waste, transportation, and internet connectivity infrastructure, as well as translating our traditional infrastructures such as roads and streetlights into 21st Century infrastructure. From 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, we must focus on developing smart, sustainable, and reliable infrastructure.



**Strategic Fiscal Positioning and Resource Deployment:** We will continue to be both strategic and responsible in how we manage and balance our \$5.1 billion budget as well as smart and efficient in how we serve our community. We will always look for opportunities to be cost-effective in all aspects of our service delivery system while working to ensure equity and inclusion in how our services are delivered. If new or expanded revenues are considered, we will minimize impacts to our tax, rate, and fee payers to the extent possible.

**Powered By People:** We recognize that our over 6,600 employees power the City of San José, our success as a City 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, provide opportunities for career growth, enable an environment focused on health, safety, and wellness, and retain a diverse workforce in a workplace that is equitable and inclusive.

## THE POSITION

The position of Deputy City Manager serves as a key advisor to the City Manager regarding matters related to the administration of the City and assists in the formulation and execution of complex policies and programs to fulfill the goals and objectives of the organization. The position will be responsible for a portfolio of departments related to one or more city service areas to assist the City Manager in coordinating, engaging, and monitoring our departments, carry out City Council policy direction, and ensure service delivery goals. The position will also be the executive sponsor for one or more of the City Manager's Enterprise Priorities, ensuring appropriate focus and coordination to make significant accomplishments toward the priority. The position will represent the City Manager in a variety of intergovernmental and community activities and meetings, including coordinating the work of one or more standing City Council Committees to provide the City Council with information and recommendations for matters under consideration. While candidates may be generalists, the City Manager's Office is seeking one or two candidates that would strength its expertise and bandwidth in the areas of major capital/infrastructure project delivery, cross-agency and interdepartmental collaboration, and delivery and alignment of programs aimed at preventing and ending homelessness.

## THE IDEAL CANDIDATE

The City of San José seeks experienced and passionate municipal executive candidates who...

- 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.
- Are highly resourceful and organized toward meeting job objectives, anticipate problems, are proactive, avoid difficulties by planning ahead, and display a willingness to assume extra responsibilities, special projects, and challenges.
- Can provide professional expertise and support the City Manager in the formulation, interpretation, and application of public policy.
- Can identify, provide focus and policy guidance, and monitor performance on our enterprise and other key priorities that align to broader organizational and community-wide dynamics, needs, and issues.

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- Have extensive experience and the tenacity to work through complex, long-term and often difficult issues and projects, provide sound advice and consultation, and can demonstrate a positive record of achievement through working with both internal and external stakeholders to achieve City goals.
- Are skilled at collaborating and communicating effectively with all levels of the organization and all elements of the community in a straightforward and equitable basis, with sensitivity to diverse organizational and community cultures.
- 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.
- Is committed to equity and inclusion, including the use of equity tools for administrative and policy work.
- Is 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.
- Make strategic connections, fill the gaps, and otherwise facilitate communication, understanding, and problem solving in community, political, and organizational contexts while being creative, detail oriented, and high accountable.
- Are excellent at sharing information both verbally and in writing, clarifying decision points, and serving as an early warning system as necessary while retaining a broad, big picture perspective and understanding the impact decisions can make on the City's overall well-being and goals.
- Can develop messages for different audiences, assist Departments in telling their "stories" in meaningful and compelling ways, and achieve overall organizational communications consistency for quality, effectiveness, and perspective.

## EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration, business administration or a related field is required. A master's degree is preferred.
- Ten (10) years of experience in a responsible administrative capacity involving the planning, organization, and execution of varied work programs, including at least five (5) years of exemplary leadership experience.
- **While candidates may be generalists, the City Manager's Office is seeking one or two candidates that can strengthen its expertise and bandwidth in the areas of major capital/infrastructure project delivery, cross-agency and interdepartmental collaboration, and delivery and alignment of programs aimed at preventing and ending homelessness.**
- Nationwide candidates are encouraged to apply.

## COMPENSATION AND BENEFITS

The salary range for this position is \$191,593 to \$298,513 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 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, visit the City's Human Resources Benefits website: <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>.

Federal Law requires all employees to provide verification of their eligibility to work in the country. 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.

## HOW TO APPLY

Please apply **on-line by November 5, 2021** at [www.allianceRC.com](http://www.allianceRC.com).

Please also submit thoughtful responses to the following questions:

1. Please describe your current position or most recent position and responsibilities and tell us how your career has prepared you to be a Deputy City Manager for the City of San José. In addition, please describe your experience in the areas we are looking to strengthen our expertise and bandwidth, specifically, major capital/infrastructure project delivery, cross-agency and interdepartmental collaboration, and delivery and alignment of programs aimed at preventing and ending homelessness.
2. In a complex organization like the City of San José, there are many competing priorities and tight deadlines. What methods do you use to ensure deadlines are met and how do you check for quality and accuracy in your work and the work that you oversee?
3. So many of the problems facing the City of San José cross organizational boundaries requiring policy and operational collaboration and coordination across many external agencies. What are the critical elements to facilitating this work and provide experiences from your past work?
4. This position requires frequent interaction with members of the public, community and business groups, and elected and appointed officials. Briefly describe a controversial or sensitive project you were involved in, your role, and how you interacted with interested parties. Please describe how you established credibility with the parties involved and how that helped the outcome of the project.

For questions and inquiries, please contact:

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

*The City of San José is an equal opportunity employer.*