



Deputy Director Intergovernmental Relations



THE CITY

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 US. 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, Samsung, and eBay as well as startups 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 coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; 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, live 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.

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 lifestyle.

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 the executive team provide strategic leadership that supports the policymaking 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. 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, over 209 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches.

The City oversees convention, cultural, 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’s San José Sharks. City operations are supported by 6,592 positions and a total budget of \$4.5 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.



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 meets 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.



OFFICE of ADMINISTRATION, POLICY, and INTERGOVERNMENTAL RELATIONS (API)

The City Manager's Office of API is responsible for the administrative duties, policy analysis, and intergovernmental relations functions for the City Manager's Office. The Office's annual operating budget for Fiscal Year 2021-2022 is approximately \$3.2 million and is staffed with 12 full-time employees.

- **Administrative duties:** City Council agenda services; tracking and monitoring of City Council referrals; budget planning, monitoring, and management; staff hiring and onboarding; contract development and management; and accounting and purchasing services.
- **Policy duties:** supporting the City Council's Policy Priorities annual process; providing in-depth analysis for city-wide Council policy implementation; offering advice and expertise to departments in policy formulation and implementation; and ballot measure research and development work.
- **Intergovernmental Relations duties:** tracking, analyzing, and advocating for federal, state, and regional legislation.

THE POSITION & DUTIES

The City of San José seeks an experienced legislative professional to lead the City's Intergovernmental Relations (IGR) team within the City Manager's Office of API. This position reports to the Director of API, and currently supervises two direct reports in addition to leading an interdepartmental legislative team and managing two lobbying firms (state and federal), and their contracts - each with its own team. IGR is responsible for managing the City's regional, state, and federal legislative programs. This includes initiating and influencing legislation at all levels, monitoring state and national legislation that affects the City, coordinating with legislative liaisons within City departments, and crafting and executing strategies with the City's state and federal legislative advocates.

This position is classified as a Deputy Director and communicates regularly with elected federal, state, and local elected officials, exchanging information to keep them informed on issues that have an impact on the City. The position provides the City's elected officials, Senior and Department staff information about federal and state legislation, hearings, regulations, reports, studies, agencies, and stakeholders. The Deputy Director will work on a wide variety of issues with an opportunity to affect change by advocating for the City's legislative agenda and goals. This role requires leadership capacity to support the larger API office, with expertise to advise on, and support the development of, complex policy issues at the city level.

KEY RESPONSIBILITIES

- Identify emerging issues, coordinate legislative proposal monitoring; ensure representation on issues is aligned with the City's overall strategic plan, vision, adopted legislative priorities and policies.
- Maintain awareness of legislative activities affecting City operations and the potential impact on City operations; track state and federal legislation; anticipate legislative issues and identify opportunities to develop and influence policy to best meet the needs of the City.
- Serve as a liaison; develop and enhance positive, effective relationships with other agencies and representatives.
- Coordinate, develop, and lead strategies on legislative and regional issues with City Council, lobbyists, and staff.
- Represent the City at regional forums; provide support to regional committees; and act as staff support for City Council members appointed to intergovernmental committees.
- Work closely with City departments and the Office of the Mayor on cross-departmental legislative and policy issues.
- Manage the state and federal contracted advocacy firms/resources. Work with statewide and federal coalitions.
- Manage and mentor staff within the IGR team and the larger API office.

THE IDEAL CANDIDATE

The ideal candidate will have experience and demonstrated success in highly visible legislative affairs. They are confident, politically astute, and customer service driven when leading large inter-department teams on legislative efforts.

They will be able to quickly learn the City of San José's processes, systems, and priorities with respect to state and federal legislative issues. The successful candidate will represent the City of San José at state and federal levels and make the City's presence and positions known. This person will be a key team player. They will champion Justice, Equity, Diversity, and inclusion (JEDI), inspire, and engage others as he/she/they bring about change. This person will have strategic agility, drive for results, demonstrate outstanding leadership skills, and enjoy collaborating with other City departments and elected officials of all political perspectives.

Candidates must have outstanding verbal and written communication skills with the ability to make direct and effective public presentations, experience analyzing complex legislation, and the ability to communicate potential impacts to the City decision makers. Candidates will travel to Sacramento as needed to represent the City before the legislature and be able to represent the API office as needed and help support, mentor, and problem solve with the larger API team.

EDUCATION & EXPERIENCE

Education: Any combination equivalent to successful completion of advanced course work from an accredited college or university in business, public administration, or 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.

Licenses: Possession of a valid State of California driver's license may be required.

Employment Eligibility: Federal law requires employees to provide verification of their eligibility to work in the US. Please be informed 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 which requires an employer application.

COVID Policy: Pursuant to the City's COVID-19 Mandatory Vaccination and Testing Policy, the City of San José requires all new hires to provide proof of COVID-19 vaccination as a condition of employment absent a documented medical and/or religious exemption.

BENEFITS & COMPENSATION

The salary range for the Intergovernmental Relations Deputy Director position is **\$127,732 to \$198,968** per year. The Deputy Director position 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. 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 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance:** The City contributes 100 percent of the premium of the lowest cost 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 is accrued at the rate of approximately 8 hours per month.
- **Holidays:** The City observes 15 paid holidays annually.
- **Deferred Comp:** The City offers a 457 Plan.
- **Flexible Spending Accounts:** The City participates in Medical Reimbursement Programs and Dependent Care Assistance. **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.

Visit the [City's benefits website](#) for more info.

APPLICATION PROCESS

Please send your resume with a cover letter outlining your interest in the role, your experience successfully influencing/driving legislation at the state or federal levels with specific examples, salary expectations, and describe your commitment to Justice, Equity, Diversity, and Inclusion (JEDI) within the government context to:

Matt.Sadinsky@prepintl.com

Qualified applicants will be contacted and scheduled for conversations.

PRP Intl and the City of San Jose are Equal Opportunity Employers who do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, employment, veteran status, or any other protected status. Qualified Women, Minorities, and Veterans are encouraged to apply.

