

# 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.

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 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.

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 McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center at 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 Manager is supported by an Assistant City Manager and four Deputy City Manager positions. This position is a new Deputy City Manager position that has been recently added to the City Manager’s Office.

## 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

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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 and may include coordinating the work of one or more standing City Council Committees to provide the City Council with information and recommendations for matters under consideration. The City Manager's Office is seeking a candidate that would strengthen its expertise and bandwidth in the development, alignment, and delivery of programs aimed at preventing and ending homelessness, addressing neighborhood quality-of-life issues, such as beautification and code enforcement efforts, and collaborating with multiple external agencies within the County of Santa Clara.

The position is a limit-dated position that is anticipated to be funded through June 30, 2025, subject to further extension as appropriate. However, at the end of the term, this Deputy City Manager will have the opportunity to be considered for other permanent positions within the City Manager's Office as available.

## THE IDEAL CANDIDATE

The City of San Jose is seeking an experienced and passionate municipal executive who will strengthen the City's expertise and bandwidth in the delivery and alignment of programs aimed at ending homelessness and improving quality of life for our community. The ideal candidate will be:

- A proven leader who enjoys working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- 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.
- Able to provide professional expertise and support the City Manager in the formulation, interpretation, and application of public policy.
- Someone who 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.
- Able to 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.
- 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.
- Able to 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.
- 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.
- Able to 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

This executive position requires the following:

- 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; AND  
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.
- Candidates should have 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.

- Requires skill in 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.
- **While candidates may be generalists, the City Manager's Office is seeking candidates that would strengthen its expertise and bandwidth in the development, alignment, and delivery of programs aimed at preventing and ending homelessness, addressing neighborhood quality-of-life issues, such as beautification efforts, and collaborating with multiple external agencies within the County of Santa Clara.**

Candidates should be committed to equity and inclusion, including the use of equity tools for administrative and policy work. 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>

## HOW TO APPLY

The position is open until filled. Please **apply on-line** at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

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