

ADMINISTRATIVE OFFICER (TWO POSITIONS)

FINANCE DEPARTMENT

PARKS AND RECREATION DEPARTMENT

City of San José, CA





THE CITY OF SAN JOSE

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 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. 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 6,647 positions and a total operating and capital budget of \$5.12 billion (for the 2021-22 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.

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The Finance Department mission is to manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for residents, businesses and investors. The Finance Department has four core divisions:

- Accounting, including City-wide Emergency Operations Center Fiscal Recovery
- Debt & Treasury Management
- Purchasing & Risk Management
- Revenue Management

The Finance Department works in partnership with the departments of Human Resources, Information Technology, and Public Works as the Strategic Support City Service Area to effectively develop, manage and safeguard City fiscal, physical, technological and human resources to enable and enhance the delivery of City services and projects. The Finance Department has a \$22.5M operating budget and 127.99 budgeted full-time equivalent positions.

THE PARKS, RECREATION & NEIGHBORHOOD SERVICES DEPARTMENT

The Department is supported by an annual budget of over \$150 million and over 770 full-time equivalent positions, occupied by as many as 1,500+ full-time, part-time, and seasonal employees at peak times throughout the year. Having one of the most unique service models of any agency of its type, PRNS consists of five major functional divisions:

- Recreation
- Community Services
- Park Operations and Maintenance
- Community Facilities Development (Capital Improvement)
- Strategic Support (Administrative Services Division)

The Department is guided by its newly adopted 20-year Strategic Plan, [ActivateSJ](#), that follows the principles of: Stewardship, Nature, Equity & Access, Identity, and Public Life.

THE POSITION

The Administrative Officer is responsible for managing administrative functions in support of the Department's business operations, including general office administration, personnel administration (such as hiring, employee safety, training, benefits, employee relations), budget, fiscal and organizational analysis. Additional administrative functions may include customer service, records management, mail delivery, storage of supplies, equipment servicing, contract and grant administration, or processing documents such as permits, purchase orders, etc. Responsibilities include providing direction to supervisory, professional, technical, and clerical support staff, interfacing with governing bodies such as the City Council, administering operations in compliance with very complex laws, regulations and rules, and providing data and analysis on which management bases major strategic decisions. The Administrative Officer is a member of the senior leadership team.

THE IDEAL CANDIDATE

The City of San José has a reputation of being a tight-knit, hard-working and energetic team. The departments are looking forward to refreshing its department culture and team building initiatives as the City emerges from the intense COVID-19 pandemic era. Both departments are seeking an exceptional project manager who is results-oriented, organized and thrives in a fun and fast-paced environment.

The ideal candidate will be strategic, forward-thinking and able to set priorities. This person will be hands on with the work, organized and able to keep others on track and focused on timelines. This person will have good judgement, make appropriate decisions, and be composed and confident when interacting with others.

The top areas of focus for the next Administrative Officer will be:

- **Management** – Manage the Administrative tasks and processes for the Department
- **Budgeting** – In collaboration with the Budget Office, manage the Finance Department's budget throughout the year to ensure expenditures remain on track.
- **Procurement and Contracts** – Ensure Department procurement processes and contracts are managed appropriately
- **Employee Engagement** – Facilitate Department team building and staff recognition, training, attraction and retention efforts

The ideal candidate will be someone who takes initiative, follows through on work and can complete assignments on time. The ideal candidate will also bring a combination of fiscal budgeting experience with personnel management experience. For a complete list of competencies for this position, please click [here](#).

Education and Experience

- Bachelor's Degree in business administration, public administration or a related field and six (6) years of increasingly responsible experience in business management and/or administration, including at least two (2) years of experience supervising professional staff.
- Candidates should have in-depth experience working with department budgets, spreadsheets and composing and editing written reports.
- Fluency in Microsoft Office is required.
- Experience with personnel development is a plus.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose 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.

Per the City's COVID-19 Mandatory Vaccination Policy, the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption approved by the City. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that an employee is not only "fully vaccinated," but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible, within 15 days of first becoming eligible.

COMPENSATION

The salary range for Administrative Officer is \$99,387 - \$151,748. Pending Council's approval on June 21, 2022, the salary range for the Administrative Officer classification will have a 4.5% increase effective by June 27, 2022. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in the Administrative Officer classification shall also receive an approximate five percent (5%) ongoing non-pensionable compensation pay. The City also provides 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 (depending on the start date, executive leave will be prorated) 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 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.

HOW TO APPLY


Resumes and required cover letters will be reviewed as applications are received. Please apply **on-line immediately** at www.allianceRC.com. We anticipate candidate review to begin on June 20th, with the City of San Jose targeting mid-July for candidate interviews. For questions, inquiries or candidate recommendations, please contact:

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The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities.