

# DIRECTOR OF FINANCE

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 approximately 181 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.

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 San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,884 full time equivalent positions and a total budget of \$6 billion for the 2022-2023 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings (Aa1/AA+/AAA+) 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 FINANCE DEPARTMENT

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.

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The Finance Department has four core divisions:

**Accounting, including a City-wide Fiscal Recovery and Grants Management Unit:** Responsible for facilitating timely and accurate payment of the City's financial obligations, providing accurate and meaningful reporting on the City's financial condition, and managing all financial services in support of emergency response and community and economic recovery activities. Distinction in financial reporting is recognized by the receipt of the Government Finance Officers' Association's Certificate of Achievement for Excellence in Financial Reporting for 34 consecutive years.

**Debt & Treasury Management:** Responsible for providing cost-effective financing, investment, and cash collection of the City's resources to maintain and enhance the City's financial condition.

**Purchasing & Risk Management:** Responsible for purchasing and providing quality products and services in a cost-effective manner and ensure insurance coverage for the City's assets. Recognized with the Achievement of Excellence in Procurement Award from the National Procurement Institute (2022).

**Revenue Management:** Responsible for billing and collecting City resources to enhance the City's financial condition.

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's operating budget for FY 2022-23 is \$25.4 million and includes 134 budgeted full-time equivalent positions. The Department is responsible for oversight of an additional \$56.7 million primarily related to debt service and Citywide expenditures.

The Director is responsible for the management oversight of a \$2.5 billion investment portfolio; \$4.7 billion debt portfolio; financial reporting for \$5 billion in annual expenditures; billing, compliance monitoring and accounts receivable collections of over \$1 billion in annual revenue; and annually over \$80 million in purchase orders and contract dollars procured.

## THE POSITION

The City of San José is seeking a skilled and innovative leader who can thrive in an environment wherein its leaders solve complex, multi-department challenges as *One Team*. The Director of Finance serves as a key advisor to the City Manager regarding matters related to the financial condition of the City by ensuring financial affairs comply with all legal requirements and administrative regulation; protecting the financial integrity of the City; promoting financial accountability and protection from loss and fiscal responsibility; and ensuring that accounting practices and methodology produce full financial disclosure and prevent adverse audit opinions.

The Director of Finance also plays an integral role leading and sustaining an accomplished team in supporting the following eight enterprise priorities which are the primary focus of the City over the next few years:

- **COVID-19 Pandemic: Community and Economic Recovery**
- **Resilient and Sustainable City Infrastructure and Emergency Preparedness**
- **Ending Homelessness**
- **Safer San José**
- **Clean, Vibrant, and Inclusive Neighborhoods and Public Life**
- **Building the San José of Tomorrow with a Downtown for Everyone**
- **Strategic Fiscal Positioning and Resource Deployment**
- **Powered By People**

More information about the City's Enterprise Priorities can be found here: <https://www.sanjoseca.gov/your-government/departments/office-of-the-city-manager/enterprise-priorities>

## THE IDEAL CANDIDATE

Executive success in the City culture is defined by an ability to sustain work that delivers on the City's values: Quality and Excellent Customer Service; Empowerment and Accountability; Collaboration and Communication; Racial Equity; Community and Employee Engagement; and Championing Our Employees. To produce those outcomes, the next Director of Finance must have exceptional political awareness and professionalism; an understanding that Directors are representatives of the City Manager; a history of skillful fiscal management and stewardship; consistent policy adherence; a record of success and support of others; impeccable ethics and integrity, and effective focus and prioritization in coordination and facilitation with peers and partners.

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

- Are fantastic articulators of and believers in the City's vision, and a credible communicator within the City organization, with the Mayor and City Council, and with the public.
- Have proven ability to manage the strategic, tactical, and day-to-day needs of a complex organization.
- Are proven leaders with a passion for working in a fast-paced, high profile, detailed, and progressive environment.
- Define their leadership style in collaboration and integrity of the highest levels.
- Demonstrate a record of mentoring and developing a strong team.
- Exhibit proven resourcefulness and creativity in resource-constrained environments.

- Organize teams and resources toward meeting objectives that support organizational goals.
- Anticipate problems and proactively prevent and resolve challenges.
- Assume willingly responsibilities for outcomes, taking on initiatives as needed by the organization.
- Develop deep trust by communicating honestly, collaborating, and delivering equitable outcomes with all levels of the organization and with stakeholders in the community.
- Provide leadership, appreciation, and advocacy to enhance organizational effectiveness to ensure the City is serving the community.
- Demonstrate a consistent commitment to equity and inclusion, including the use of equity tools in the deployment of technology resources.
- Engage diverse teams and communities in a culturally competent manner.
- Build confidence and trust in the Finance Department, nourishing and fostering relationships with other City departments, and with the community and key stakeholders.

## EDUCATION AND EXPERIENCE

- Any combination of training and experiences equivalent to a successful completion of advanced undergraduate course work in accounting, finance or a related field from an accredited college or university.
- Advanced degree is highly desirable.
- Ten (10) years of experience in fiscal management or budgetary control or related work, five (5) of which must have been at a management and policy-making level with direction of professional accounting or fiscal management.
- Nationwide candidates are encouraged to apply.

## COMPENSATION

The salary range for this position is \$174,867 to \$283,252 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.
- **Vacation Time/Executive Leave** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Consideration for prior years of government service may be given in determining the starting accrual rate. 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 15 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.
- **Technology Stipend** – The City provides a technology stipend of \$80 per month.

For more information on employee benefits, visit the [City's Human Resources Benefits website](#).

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 December 2, 2022** at [www.allianceRC.com](http://www.allianceRC.com). For questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

**ALLIANCE RESOURCE CONSULTING LLC**

Telephone: (562) 901-0769

Email: [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com) or [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)

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

The City of San José is an equal opportunity employer.

**Interviews are tentatively scheduled to be conducted on December 15-16, 2022.**