



DEPUTY DIRECTOR, CLIMATE SMART SAN JOSÉ

City of San José

Environmental Services Department



THE COMMUNITY

Known as the “Capital of Silicon Valley,” San José is the world’s leading center of innovation. With over one million residents, San José is the third largest city in California and the 10th largest city in the U.S. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States.

San José’s quality of life is unsurpassed. Located 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City’s many attractions including cultural arts, performing arts, and recreational opportunities. Nearby open space provides easy access to mountain parks, trails, lakes and streams. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions.

Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants. Inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children’s Discovery Museum.

San José’s transformation into a technology center has led to the City housing the largest concentration of innovation expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. San José celebrates its diversity and does not have an ethnic majority. The City is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.

For its efforts toward achieving Sustainable Development Goals, the U.S. Cities Sustainability Goals Index 2017 ranked San José 1 out of 100 of the nation’s most populous cities. In October 2007, the City Council adopted the San José Green Vision which promotes cutting-edge sustainable practices and is comprised of ten goals related to jobs, energy, water, waste, trees and transportation. San José continues to work toward meeting Global Environmental Goals set through the Paris Accords with its “Climate Smart San José” plan.

THE CITY GOVERNMENT

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. The Mayor and City Councilmembers are all elected to four-year, overlapping terms and are limited to two four-year terms. The City Council appoints five Charter Officers: the City Manager, City Attorney, City Auditor, City Clerk, and the Independent Police Auditor. All other appointments are made by the City Manager, although the Mayor and Council have confirmation authority for all department directors.

The City of San José has a total budget of \$3.5 billion. The City has approximately 6,250 full-time employees.

San José enjoys a high degree of civic involvement from its residents and businesses, aided by a strong commitment to open government in all City operations. In community surveys, residents regularly report a high level of satisfaction with San José as a place to live and with the services they received from the City of San José.

Extensive information regarding San José can be found on the City’s website at <http://www.sanjoseca.gov/>.

THE ENVIRONMENTAL SERVICES DEPARTMENT

“A place where people do great work and make a difference.”

The City of San José established a national reputation for environmental leadership and innovation during the 1980s with award-winning recycling, water conservation, and wastewater treatment programs. In 1993, the Environmental Services Department (ESD) was formed to integrate these programs and other environmental protection services.



ESD is responsible for the management of solid waste collection and recycling; watershed protection and pollution prevention; municipal drinking water and recycled water; community sustainability initiatives, and the operation and infrastructure improvements of the San José-Santa Clara Regional Wastewater Facility (RWF). ESD helps San José to respond quickly to new regulations and initiatives, and to retool and improve customer services such as garbage and recycling collection, wastewater treatment, and potable and recycled water. ESD has an annual budget of over \$250 million and 540 employees with diverse sets of skills and specialties. ESD is one of the City's largest and most visible departments. ESD's mission is "Delivering World Class utility services and programs to improve our health, environment and economy".

For more information about the Environmental Services Department, go to <http://www.sanjoseca.gov/index.aspx?nid=195> or visit @sjenvironment on Twitter, Facebook, and Instagram.

The Department's Annual Report can be viewed at <http://www.sjenvironment.org/ESDannualreport>.

THE POSITION

ESD, in collaboration with other departments, is currently leading the development of the City's Climate Smart San José Plan. The plan is scheduled for Council consideration in early 2018. The newly created Climate Smart San José Deputy Director will report directly to the Environmental Services Department Director, manage a small team focused on catalyzing San José's efforts on climate and support programs and initiatives to implement the Climate Smart Plan. This unique position provides a perfect opportunity for a person who is passionate about the environment and excited about making a difference to be directly involved in strategic planning, community outreach, coalition building, and grant writing. The Department Director will facilitate the first year of this groundbreaking movement. Although most work will be conducted locally, some national and international travel may be required.

THE IDEAL CANDIDATE

The Deputy Director of Climate Smart San José will be an inspirational leader who has an entrepreneurial spirit and the drive and commitment to foster positive change. This person will be an excellent communicator who motivates people to dedicate their time, energy, and financial resources to keeping San José on the forefront of environmental stewardship.

The ideal candidate will be an optimist who sees possibilities for improvement and motivates others to act on those opportunities. He/she will accomplish this by being honest and open about the challenges that lie ahead and the consequences of inaction. To ensure successful execution of the Climate Smart Plan, this individual will work with internal and external stakeholders to develop and articulate a strategic, clear path forward and gain support from people within City Hall and in the community at large to seeing it through. The successful candidate will have finely tuned skills in diplomacy and advocacy. The ideal candidate will also actively seek out funding and partnership opportunities and will provide support as needed, for funding opportunities being pursued by other City departments or partners to implement the Climate Smart Plan.

Finally, the Deputy Director of Climate Smart San José will enjoy working in a fast-paced, supportive environment where collegiality, professionalism, teamwork, and an appreciation for fun are valued.

Education and Experience:

Requires a Bachelor's Degree and six (6) years of increasingly responsible senior level administrative, analytic and leadership experience.

Desirable Qualifications:

- A Master's Degree in public administration, business administration, or a discipline related to the business performed by the department is preferred.
- A general understanding of how work is accomplished in a large, complex organization may be beneficial.

Employment Eligibility:

Federal law requires all employees to provide verification of their eligibility to work in this county. 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 which requires an employee application.



COMPENSATION & BENEFITS

The salary range for this position is **\$116,893 to \$182,084**. The actual salary will depend on the qualification and experience of the individual selected.

The City provides an 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 plan. There are several 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. Sick Leave is accrued at the rate of 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.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NED=707>.

HOW TO APPLY

Please **apply on-line** by **January 12, 2018**, at www.alliancerc.com. Applications will be reviewed as they are received and interviews will be scheduled during the week of January 28, 2018.

For questions and inquiries, please contact:

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