

INTERGOVERNMENTAL RELATIONS DIRECTOR

City of San Jose, CA





THE COMMUNITY

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With more than one million residents, San José is the third largest city in California, and the 10th largest city in the nation. 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, San José is surrounded by the Diablo and Santa Cruz mountain ranges and enjoys 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 quality of life from publications including Business Week and Money magazines as well as other national media. The downtown area is home to high-rise residential projects, renovated theaters, and diverse cultural attractions such as opera, symphony, live theater, nightclubs, and restaurants. Inquiring minds are served at the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and museums.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

Although it was once an agrarian community, San José’s transformation into a global innovation center now includes largest concentration of technology expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor’s degree or higher, compared with 25 percent nationally. San José residents include speakers of more than 50 different languages, and 40 percent are foreign born, contributing to the economic and cultural vitality of the region.

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 employees 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 www.sanjoseca.gov.

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THE OPPORTUNITY

The City of San Jose seeks an experienced and seasoned legislative professional to lead the modernization and development of the City's Intergovernmental Relations Department. This Department is responsible for managing the City's regional, state, and federal legislative programs. This includes initiating legislation at all levels and monitoring state and national legislation that affects the City.

The Intergovernmental Relations Director has many varied responsibilities: to manage the IGR team and lead lobbyist on state and federal legislative issues as necessary. Also, the Director communicates regularly with federal and state elected officials and local elected officials, exchanging information to keep them up-to-date with issues that have an impact on the City. Additionally, the Director provides the City's elected officials, Senior Staff and Departments information about federal and state legislation, hearings, regulations, reports, studies, agencies, state legislature, national organizations, and Congress. The Director can expect to work on a wide variety of issues and will have an opportunity affect change by advocating for the City's legislative agenda and goals.

Main priorities will include:

- Represents the City at regional forums; provides support to regional committees; and acts as staff support for City Council members appointed to intergovernmental committees.
- Review the operations and procedures of the Intergovernmental Relations program. Modernize the program to optimize for growth and the ability to affect change. Modernize legislative efforts and strategies to ensure maximum effectiveness.
- Work closely with all City departments, the Office of the Mayor and the state and federal legislative Delegation on internal cross-departmental legislative and policy issues. Facilitate the identification of emerging issues, coordinate the monitoring of legislative proposals; ensure all representation on intergovernmental issues is aligned with the City's overall strategic plan, vision, adopted legislative priorities and policies.
- Maintains awareness of legislative activities affecting City operations and the potential impact on City operations; tracks State and Federal legislations; anticipates legislative issues and identifies opportunities to develop and influence policy to best meet the needs of the City.
- Serves as a liaison; develops and enhances positive, effective relationships with other agencies and elected representatives. Coordinates, develops, and leads strategies on legislative and regional issues with the City Council, lobbyists, and staff members.
- Manage the state and federal contracted advocacy firms/resources.
- Work with statewide and federal coalitions.

The Intergovernmental Relations Director will have direct management of one to two direct reports, at City Hall and remotely, in addition to managing the advocacy firms.

THE IDEAL CANDIDATE

The ideal candidate will be someone with proven experience in highly visible legislative affairs. This person will be confident, politically astute, and customer service driven when leading large inter-department teams on legislative efforts. He/She will be able to quickly learn the City of San Jose's processes, system and priorities with regard to state and federal legislative issues.

The ideal candidate will represent the City of San Jose in California's State Legislature and make the City's presence known. This person will be a team player, embrace change and inspire others as he/she brings about change. This person will have strategic agility, can drive for results, and have 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, and conduct Citywide legislative trainings. Candidates must have experience analyzing complex legislations and the ability to communicate potential impacts to the City's policies. Candidates must have the ability to travel to Sacramento as needed to represent the City before the legislature.

Education and Experience

- Requires a master's degree in public or business administration or other directly related area and six years of increasingly responsible administrative and management experience. Direct experience in legislative affairs is preferred.

Candidates should possess extensive knowledge of municipal operations and ideally possess knowledge of legislative issues unique to local government and critical to the City of San Jose, such as land use and local control matters. In addition, candidates should have experience with state and federal legislative processes in the state of California.

COMPENSATION

The salary range for this position is **\$100,330 to \$156,181**. The actual salary will depend on the qualification and experience of the individual selected. The City provides an array of benefits.

- **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 non-deductible HMO 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?NID=707>

APPLICATION PROCESS

Please apply **immediately on-line** at www.allianceRC.com. For questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480

Long Beach, CA 90802

Telephone: (562) 901-0769

Email: suyeda@alliancerc.com or

ckrebs@alliancerc.com

 <http://twitter.com/GoAllianceRC>

 Alliance Resource Consulting LLC

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