

# DEPUTY CITY MANAGER

(2 Openings)

City of San Jose, CA





## THE CITY

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, 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, live 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 his 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 members of the community through Council-appointed boards and commissions.

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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, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,250 positions and a total budget of \$3.5 billion for the 2017-2018 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 recently identified the following seven enterprise priorities which will be the primary focus of the City Manager’s Office for the next few years:

**Emergency Management and Preparedness:** Ensure San José is well-prepared for earthquakes and other disasters as no issue is more important than the lives and safety of our residents.

**Building the San Jose of Tomorrow – Private Development Services:** Evaluate and improve our planning, building, and permitting processes to spur economic investment and development in San Jose. The efficiency and flow of our Development Services processes will ensure we build the future San Jose.

**The Future of Downtown:** Effectively manage the complex mix of transit improvements, commercial development, residential development, and public space improvements taking place Downtown, especially around the Diridon Station which is slated to become an expanded intermodal transportation hub of regional and statewide significance.

**Smart and Sustainable City: 21st Century Infrastructure:** Keep up with today’s Global Economy by updating our water, energy, and internet connectivity infrastructure, as well as translating traditional infrastructure such as roads and streetlights into 21st Century infrastructure. The City is investing \$2 billion to rebuild our Regional Wastewater Facility and recently launched a Clean Energy Program and a Climate Smart Plan with a Broadband Strategy in progress.

**Creating Housing and Preventing Homelessness:** Address the housing crisis and homelessness that confront our City as the lives and safety of our residents is our topmost priority. The Mayor and City Council have embraced a necessary and ambitious goal of adding 25,000 residential units in the next five years – including 10,000 affordable units -and we must creatively address this challenge.

**Strategic Fiscal Positioning and Resource Deployment:** Continue to be both strategic and responsible in how we manage and balance the \$3.5 billion budget, and be smart and efficient in how we serve our community. Look for opportunities to be cost-effective in all aspects of our service delivery system and consider new or expanded revenue sources, while minimizing impacts to tax, rate and fee payers.

**Powered By People:** Because our employees power the City of San José and our success is dependent on our ability to create a diverse, talented, and engaged workforce, accelerate and improve upon our strategic hiring, partnerships to create a long-term recruiting pipeline, as well as employee retention, engagement, and advancement through training and development programs.





## 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 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, including coordinating the work of one or more standing City Council Committees to provide the City Council with information and recommendations for matters under consideration. While the candidate may be a generalist, the City Manager's Office would like to strengthen its expertise in the areas of private development service delivery, sustainable infrastructure delivery and neighborhood services.

## THE IDEAL CANDIDATE

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

- Are proven leaders who enjoy working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- Can provide professional expertise and support the City Manager in the formulation, interpretation, and application of public policy.
- 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.
- Have extensive 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.
- Are skilled at 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.
- Can 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.
- Is 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.

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- 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.
- Are 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.
- Can 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, CERTIFICATIONS AND EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration, business administration, engineering or a related field is required. A master's degree is preferred.
- 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.
- **While candidates may be generalists, the City Manager's Office is seeking candidates that can strengthen its expertise in the areas of private development service delivery, sustainable infrastructure delivery, and neighborhood services.**
- Nationwide candidates are encouraged to apply.

## COMPENSATION

The salary range for this position is \$175,335 to \$273,182 per year. 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 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 benefits Website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

## HOW TO APPLY

Please apply **on-line** by **April 29, 2018** at [www.allianceRC.com](http://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](mailto:suyeda@alliancerc.com) or  
[ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)



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