

CITY AUDITOR

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 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 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. Department heads, including the Fire Chief, 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, 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.

THE CITY AUDITOR’S OFFICE

The mission of the Office of the City Auditor is to independently assess and report on City operations and services. To fulfill this mission, the Office conducts performance audits that identify ways to strengthen public accountability, and improve the efficiency and effectiveness of City government.

In providing independent, reliable, accurate, and timely information to the City Council, the general public, and other stakeholders, the Office has helped save tax dollars, increase revenues, and improve the management of City programs. Additionally, its independent reviews have been important, objective information sources for the City Council, City Administration, and the general public.

The Office of the City Auditor follows the Yellow Book for Government Auditing Standards and has an annual budget of \$3.05 million and 15 employees.

THE POSITION

The City Auditor is appointed by and reports to the City Council. Under general direction from the City Council, the City Auditor conducts annual post audits of all the City's fiscal transactions and accounts kept by or for the City, including the examination and analysis of fiscal procedures and the examination, checking, and verification of accounts and expenditures.

Typical duties of the position include, but are not limited to:

- Planning, organizing and directing the work of Office of the City Auditor in the review and appraisal of City programs to assess economy, efficiency and effectiveness;
- Assigning audit projects and scheduling work;
- Conducting performance audits; directing special audits and investigations as assigned by City Council;
- Directing the audit staff and contractors to perform annual post audits of all fiscal transactions and accounts;
- Reviewing audit findings and recommendations; directing the writing of audit reports; directing the preparation of monthly activities, findings and recommendations;
- Conducting audit conferences;
- Meeting with City officials, media and the public regarding audit issues;
- Conducting training for City management staff and professional audit organizations; and representing the City in conferences and professional organizations; and
- Prepare and submit a monthly report to the City Council of the Office activities, findings, and recommendations to improve the administration of the City's fiscal affairs.

The position is open due to the retirement of the incumbent.

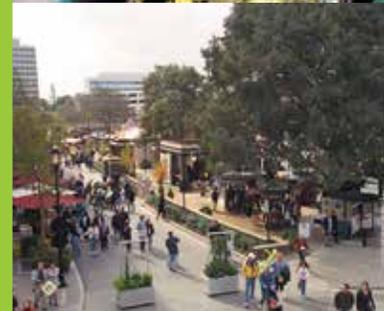
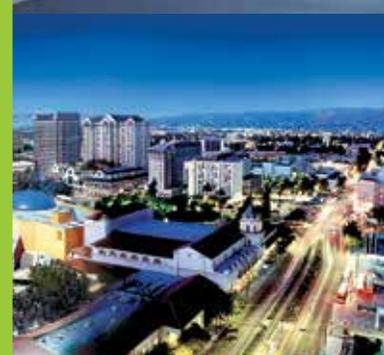
Top Priorities or Goals

- **Performance Auditing** – Conduct the audit of City programs to improve City services for residents.
- **Employee Development** – Provide leadership and career development for staff.
- **Maintain Checks and Balances** – Ensure effective use of data and performance metrics. Prepare the Annual Services Report for the City, including ten-year trends and resident perceptions from the annual survey.
- **Trends and Innovation** – Stay abreast of latest best practices in the industry, and promote innovative approaches to service delivery.
- **Transparency** – Continue to foster an open environment. Ensure that the City Council has accurate information on the performance of City services. Continue the collaborative approach with City departments.
- **Leadership** – Coordinate the City's external financial audit. Communicate information to the City Council in a timely and proactive manner. Provide an independent voice within city government to help improve the performance and promote accountability of the City organization to the public and to improve the economy, efficiency, and effectiveness of City government. Accelerate the City organization's shift to data-driven decision-making, guided by clear performance metrics.

IDEAL CANDIDATE

The ideal candidate will have outstanding leadership skills and presentation skills. He/She will be a seasoned professional with hands on experience in performance auditing and investigation. He/She will have strong project management skills, be able to confidently interface with department heads, and be able to describe complex ideas in layman's terms.

The ideal candidate will be credible, objective, low key, collaborative and tough-minded. He/She will be smart and apolitical while also being fearless and determined in seeking out the truth.



Education, Certifications and Experience

- This position requires a combination of education and experience that would typically include a bachelor's degree in Accounting, Finance, or Business Administration, or related field; AND eight to ten years of audit, accounting, fiscal management experience, including three years of supervisory/management experience. Some experience in another analytical discipline may substitute for part of the experience requirement. A background in a public agency environment is desirable to provide depth to the position.
- Must be credentialed as a Certified Public Accountant or Certified Internal Auditor; or possess a Master's in Business Administration, Public Policy, or related field.
- Requires possession of, or the ability to have, a valid California driver's license.

Candidates from the public and private sector nationwide are invited to apply.

COMPENSATION & BENEFITS

The salary range for this position is **\$136,787.09 to \$209,019.96** per year. The City Auditor also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. 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.
- **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.

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

HOW TO APPLY

Please apply **on-line** by **April 29, 2019** at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

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