

ASSISTANT TO THE DIRECTOR DEPARTMENT OF FINANCE

City of San José, CA





THE CITY OF SAN JOSE

The City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city, third largest in the State, 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 technology 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 Interactive, the San José Museum of Art, and many local galleries and venues. The City is served by 15 of the 32 public school districts in the County of Santa Clara, 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 comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively channels that 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 the United States. 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 ten (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 Director of Finance, 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, a 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 San José Sharks.

City operations are supported by 6,647 positions and a total operating and capital budget of \$5.12 billion (for the 2022-23 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and maintaining its consistently 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 website at 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. The Finance Department has four core divisions:

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- Accounting
- Debt & Treasury Management
- Purchasing & Risk Management
- Revenue Management

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 has 134 authorized positions, with 134 positions proposed in the 2022-23 operating budget.

THE POSITION

Reporting to and directly supporting the Director of Finance, this high-level Assistant coordinates, implements, evaluates and, as appropriate leads, special and administrative projects and initiatives, systems, policies, and procedures to ensure that sound management and organizational practices are followed. Typical duties include:

- Coordinate projects and special studies
- Review department policies, procedures, and operations
- Confer with department managers on administrative issues
- Make recommendations to improve department operations
- Develop appropriate modifications to the department's policies and procedures manual
- Negotiate and develop contracts, grants, and special funds
- Prepare reports, position papers and dynamic presentations
- Monitor and analyze pending legislation affecting departmental operations
- Identify and implement departmental training needs

THE IDEAL CANDIDATE

The City of San Jose's Finance Department is a tight-knit, hard-working and energetic team. The Department is looking forward to refreshing its department culture and team building initiatives as the City emerges from the intense COVID-19 pandemic era.

The ideal candidate is an accomplished project manager with excellent analytical and communication skills. They have extensive experience with contracts, negotiations, and liability requirements. They are adept at managing fiscal systems and controls. They have an in-depth understanding of financial management, government financing, budgeting, and accounting theory and practices. They understand and keep up-to-speed with federal, State, and local rules and regulations that affect department operations. They conduct thorough research and provide sound recommendations to maintain effective and efficient operations within the department.

The successful candidate will be highly organized and fluent in Microsoft Operations. They will be a skilled writer and editor with advanced spreadsheet proficiency. Finally, they will thrive in a fun and fast-paced environment.

COMPETENCIES

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.

Change Management - Demonstrates support for innovation and for organizational changes needed to improve the organization's effectiveness; facilitates the implementation and acceptance of change within the workplace.

Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Project Management - Ensures support for projects and implements department goals and strategic objectives.

Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

Social Awareness - Demonstrates the ability to read or sense other people's emotions and how they influence the situation of interest or concern; demonstrates empathy and organizational awareness.

Education and Experience

Requires a Bachelor's degree in business or public administration or a related field AND five years of increasingly responsible experience in business management and/or administration, including at least one year of experience at the level of Senior Analyst or higher.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose 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 employer application.

Per the City's COVID19 Mandatory Vaccination Policy, the City requires all employees starting on or after February 11, 2022, to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that an employee is not only "fully vaccinated," but has also obtained any booster doses of a COVID-19 vaccination for which they are eligible, within 15 days of first becoming eligible.

COMPENSATION

The salary range for Assistant to the Director is \$102,668.80 to \$ 125,132.80. In addition to the starting salary, employees in the Assistant to the Director classification shall also receive an approximate five percent (5%) ongoing non-pensionable compensation pay. The actual salary shall be determined by the final candidate's qualifications and experience. The City also provides an attractive benefits package that includes, but is not limited to:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.

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. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public 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 15 paid days annually.

Deferred Compensation – The City offers an optional 457(b) plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program (EAP) – The City provides a comprehensive range of services through its EAP.

HOW TO APPLY

Resumes and required cover letters will be reviewed as applications are received. For priority consideration, apply immediately at www.alliancerc.com. A Job posting could be taken down when we receive a sufficient number of applications. Therefore, it is strongly encouraged to submit your application as early as possible. For questions, inquiries or candidate recommendations, please contact:

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

The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities.