




ALLIANCE
RESOURCE CONSULTING LLC

Assistant Director of Finance
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 approximately 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 13th largest city in the nation. With nearly 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, Zoom, Samsung, and eBay as well as start-ups and advanced manufacturing. San José has twice been named “The Most Innovative Large City in America” by the Center for Digital Government.

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. For more information about the unparalleled quality of life in San José, please visit <https://www.sjeconomy.com/why-san-jose>.

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 embodies the City’s “more urban future,” 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 America’s most highly educated and productive populations. 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.

City Government

The City of San José is a full-service Charter City and operates under a hybrid Council-Manager form of government. The City Council is comprised of 10 council members elected by district and a Mayor elected at large. The City Manager, who reports to the Council, and her 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 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 international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities, including 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’s San José Sharks.

City operations are supported by 6,994 full time equivalent positions and a total budget of approximately \$6 billion for the 2024-2025 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to consistently deliver quality services to the community. Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.

The Finance Department

The Finance Department's 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.

Supporting this work is a staff of 131 full-time equivalent positions with an annual operating budget of \$27.4 million for fiscal year 2024-2025. The Department is responsible for oversight of an additional \$63.2 million primarily related to debt service and Citywide expenditures. The Director is responsible for the management oversight of a \$2.5 billion investment portfolio; \$4.9 billion debt portfolio; financial reporting for \$5 billion in annual expenditures; billing, compliance monitoring and accounts receivable collections of over \$1.3 billion in annual revenue; and annually over \$200 million in products and services procured.

The Finance Department has four core divisions:

Accounting, including a City-wide Fiscal Recovery and Grants Management Unit: Facilitate timely and accurate payment of the City's financial obligations, provide accurate and meaningful reporting on the City's financial condition, and manage all financial services in support of emergency response and community and economic recovery activities. Distinction in financial reporting is recognized by the receipt of the Government Finance Officers' Association's Certificate of Achievement for Excellence in Financial Reporting for 34 consecutive years.

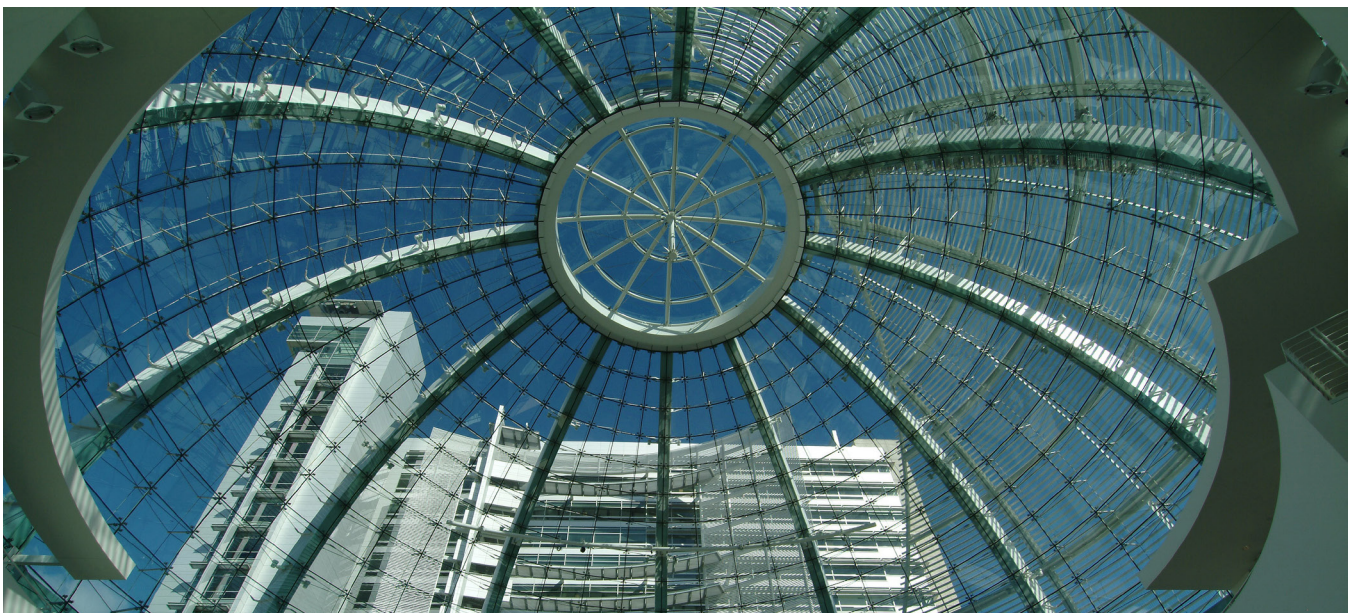
Debt & Treasury Management: Provide cost-effective financing, investment, and cash collection of the City's resources to maintain and enhance the City's financial condition.

Purchasing & Risk Management: Purchase and provide quality products and services in a cost-effective manner and ensure insurance coverage for the City's assets. Recognized with the Achievement of Excellence in Procurement Award from the National Procurement Institute (2022).

Revenue Management: Bill and collect City resources to enhance the City's financial condition.

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.

Additional information regarding the Department's core services, related programs, and budget can be found in the [Finance Department Budget Summary](#).



The Position

The City of San José is seeking a skilled, creative and strategic leader who can thrive in an environment wherein its leaders solve complex, multi-department challenges as *One Team*.

Reporting to the Director of Finance, the Assistant Director oversees the day-to-day management and operations of the Finance Department and represents the Director of Finance when needed. The top areas of focus for the next Assistant Director of Finance will be:

- ▶ Being an active and engaged leader capable of effectively enforcing internal Department policies and guidelines, particularly as the office adapts to a post-pandemic culture.
- ▶ Leading efforts to support the managers' professional development and empower them to enhance their staff's performance and accountability.
- ▶ Encourage a collaborative culture throughout the Department, fostering strong connections and teamwork between divisions.
- ▶ Taking a customer service focus on various projects such as implementing the upcoming purchasing and risk management audit results and improving operational efficiencies.
- ▶ Working closely with other City departments on the upcoming ERP replacement project. The Assistant Director will lead this project and will need to be confident and focused on the best interests of the City when coordinating between departments.

For more detailed information on the Finance Department's core services, related programs, and budget, please refer to the [Finance Department's Budget Summary](#).

The Ideal Candidate

The ideal candidate is an experienced, innovative, and collaborative finance professional who enjoys challenges and creative solutions and has a mentorship approach to managing employees. The Assistant Director will be a leadership partner to the Director of Finance and play a primary role in managing the day-to-day operations and functions of the Finance Department. The Assistant Director will be expected to support the planning and strategic direction of the Department, manage special projects, as well as serve as a guide and resource for the Finance Department senior management team.

The Assistant Director must possess a comprehensive understanding of municipal finance. The ideal candidate will convey credibility and be recognized as a knowledgeable and dependable professional in local government finance. The ideal candidate will excel at managing multiple priorities concurrently and demonstrate a commitment to high performance. The Assistant Director must be attentive to daily activities and details while also showing the ability to understand the broader organizational environment and plan strategically.

The ideal candidate will be an adaptable manager committed to continuous improvement and should anticipate challenges and opportunities accurately, displaying a proactive management style. The successful candidate will have a track record of attracting and retaining top talent and building strong, cohesive teams. The Assistant Director will prioritize workplace culture and ensure that routine work remains rewarding and engaging. Experience in mentoring and developing staff, as well as implementing career advancement and succession planning programs, is highly desirable.

Strong communication and interpersonal skills are essential, with a proven ability to build healthy and productive relationships both within the Department and with internal and external stakeholders. The ideal candidate will be a collaborative partner capable of fostering positive relationships across departmental lines. The Assistant Director role involves regular interaction with senior management, requiring a commitment to the success of the division, department, and organization.

Continuous learning and staying abreast of industry best practices are expected. The Assistant Director should have a personal interest in learning and encourage curiosity among staff. Familiarity with relevant technology and a history of exploring new solutions and managing change effectively are also valued.

Education and Experience

Minimum Qualifications: Any combination of training and experience equivalent to completion of a Baccalaureate Degree from an accredited college or university in business administration, public administration, or related field, and seven (7) years of increasingly responsible experience in business management and/or financial operations is required.

Possession of a valid license authorizing operation of a motor vehicle in California may be required. Certain positions may require possession of a specialized certificate, license, and/or registration related to a specific area of responsibility.

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

Preferred Qualifications: At least five (5) years of management experience in a full-service municipality or similarly complex government setting.

A master's degree in a related field and/or formal leadership training.

At least three (3) years of experience leading or overseeing debt issuance and compliance.

Experience leading or overseeing billing or financial system implementation projects. Proven experience leading large projects. Experience with revenue management and a familiarity with grants and grants management a plus.

Compensation and Benefits

The salary range for the Assistant Director is \$178,713.34 - \$288,700.62 Annually. This salary includes an approximate five percent (5%) on-going non-pensionable compensation. The actual salary will be determined by the final candidate's qualifications and experience. The Assistant Director's salary is supplemented by an attractive benefits package that includes:

- ▶ **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- ▶ **Health Insurance** – The City contributes 85% toward 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 public sector/government service. Credit for prior years of government service will be factored into the starting vacation accrual rate. Executive Leave of 48 hours is granted annually and depending upon success in the Management Performance Program could increase up to 88 hours.
- ▶ **Sick Leave** – Sick Leave is accrued at the rate of approximately 8 hours per month.
- ▶ **Holidays** – The City observes 15 paid holidays annually.
- ▶ **Parental Leave** – 320 Hours (8 weeks) of paid time off and use up to 120 hours of available sick leave for bonding with new child (birth, adoption, or foster care placement).

- ▶ **Deferred Compensation** – The City offers an optional 457(b) plan.
- ▶ **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- ▶ **Life Insurance** – The City provides a term life policy equal to two times the 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.
- ▶ **Technology Stipend** – The City provides a technology stipend of \$90 per month.

For more information on employee benefits, visit the [City's Human Resources Benefits website](#).

Application and Selection Process

Please apply **by June 9, 2025** at www.allianceRC.com along with the following documents:

- ▶ Cover letter
- ▶ Resume: including the months and years of beginning/ending dates for each position held.

Applications and resumes will undergo screening based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to proceed in the selection process. The City is targeting the week of June 23, 2025 for in-person first round interviews.

For any inquiries, please contact:

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Alliance Resource Consulting LLC

LinkedIn: <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.

