



# **Deputy Director Policy, Planning, and Strategic Support**

## THE CITY

Known as the “Capital of Silicon Valley” and historically referred to as the “Value of the Heart’s Delight,” 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 US.

San José’s rich past of welcoming immigrants led to the area being the center of innovation, resulting 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 startups and advanced manufacturing. San José’s quality of life is unsurpassed. Although the area is home to many large manufacturing plants, the city continues to play host to many canneries and food-processing centers that feed the country. San José is also the birthplace of transformative leaders such as César Chávez, Norman Mineta and many others.

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 coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; 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.

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, while 40% 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.

In 2011, the City adopted [Envision San José 2040](#), into 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 lifestyle.

## 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 the executive team provide strategic leadership that supports the policymaking 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 airport, municipal water system, a regional wastewater treatment facility, over 209 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches.

The City oversees convention, cultural, 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’s San José Sharks. City operations are supported by 6,884 positions and a total budget of nearly \$6 billion for the 2022-2023 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).



## OFFICE of the CITY MANAGER

The Office of the City Manager (CMO) 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 that invest in the City's future.

## OFFICE of ADMINISTRATION, POLICY, and INTERGOVERNMENTAL RELATIONS (API)

The CMO's Office of API is responsible for the administrative duties, planning and policy analysis, strategic support, and intergovernmental relations functions for the CMO. The Office's annual operating budget for Fiscal Year 2022-2023 is approximately \$4.5 million and is staffed with 14 full-time employees. API integrates racial equity considerations into everyday work to ensure it is supporting the organization in driving impactful solutions for communities of color. API strategically engages internal and external partners in service of the City Manager's vision through the following activities:

- **Administrative duties:** Budget planning, monitoring, and management; staff hiring and onboarding; contract development and management; public record request management, and accounting and purchasing services.
- **Planning, Policy, and Strategic Support duties:** supporting the City Council's Roadmap development and tracking; providing in-depth analysis for city-wide Council policy implementation; offering consultation and recommendations to departments for policy formulation and implementation; ballot measure research and development work, support of strategic planning and projects, staffing support to city council committees and workgroups, City Council agenda services; and tracking and monitoring of City Council referrals.
- **Intergovernmental Relations duties:** tracking, analyzing, and advocating for federal, state, and regional legislation, including oversight of contract lobbyists.

## THE POSITION & DUTIES

The City of San José seeks an experienced policy professional to lead the planning, policy, and strategic support functions and team within the CMO's Office of API, reporting to the Director. In collaboration with the Director, oversight of this portfolio requires reviewing and tracking policy proposals, leading and managing policy analysis and implementation, major initiative planning and consultation, providing timely and thorough research and data-analytics support for key city priorities and ballot measure initiatives, facilitating and participating in strategic planning exercises, supporting executive staff in cross-departmental planning and management and committees, and ensuring high quality, timely services are delivered to the organization and the public through agenda services.

This position is classified as a Deputy Director and communicates regularly with senior and executive staff, elected members and their staff, and key external partners to exchange information on City issues.



## KEY RESPONSIBILITIES

- Oversee the policy, planning, and strategic support portfolio for API by managing and mentoring team members and advising them through a public policy lens to develop, organize, manage, and communicate effective policy solutions to key partners and elected bodies.
- Coordinate complex policy issues with senior and executive staff, including research and policy analysis, to develop comprehensive understandings of policy challenges and execute the City's policy strategy.
- Identify emerging issues and develop position documents, memorandums, and presentations to support the City's public policy formation (internally and externally).
- Coordinate public policy issues with the intergovernmental relations team to ensure representation on issues is aligned with the City's overall strategic plan, vision, adopted legislative priorities and policies.
- Maintain awareness of policy issues and program activities affecting City operations and develop and maintain close working relationships with teams across City Departments and Offices to advise on emerging issues.
- Develop and enhance positive, effective relationships with policymakers and other agencies and representatives.
- Represent the Director at committees and forums; act as staff support for City Council committees.
- Commit to promoting and supporting an environment of diversity and inclusion.

## THE IDEAL CANDIDATE

The ideal candidate is excited to work on the hardest, sometimes most controversial, issues affecting cities and enjoys working with people and in a team environment. They will have experience and demonstrated success in a wide variety of highly visible, complex policy issues or legislative affairs. They are confident, politically astute, racial equity focused, and customer service driven when leading large inter-department, inter-disciplinary teams on complex policy and program issues.

They will be able to quickly learn the City of San José's processes, systems, and priorities with respect to City Service Areas, reporting Committees, City Roadmap, and Enterprise Priorities. The successful candidate will represent the Director in various public forums and meetings. This person is a team player and enjoys overseeing highly-driven and highly-skilled staff. They will champion Justice, Equity, Diversity, and Inclusion (JEDI), inspire, and engage others as he/she/they bring about change. This person will have strategic agility, drive for results, demonstrate outstanding leadership skills, and enjoy collaborating with other City departments and elected officials of all political perspectives. The ideal candidate must have outstanding verbal and written communication skills with the ability to write complex memorandums, make direct and effective public presentations and translate complex policy issues to non-expert audiences.

## EDUCATION & EXPERIENCE

**Education:** Any combination equivalent to successful completion of advanced course work from an accredited college or university in business, public administration, or related field.

**Experience:** Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency. Experience managing a work unit equivalent to a major division within a City operating department is desirable.

**Licenses:** Possession of a valid State of California driver's license may be required.

**Employment Eligibility:** Federal law requires employees to provide verification of their eligibility to work in the US. Please be informed 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 which requires an employer application.

**COVID Policy:** Pursuant to the City's COVID-19 Mandatory Vaccination and Testing Policy, the City of San José requires all new hires to provide proof of COVID-19 vaccination as a condition of employment absent a documented medical and/or religious exemption.

## BENEFITS & COMPENSATION

The salary range for the Deputy Director position is **\$133,480** to **\$215,482** per year. The Deputy Director position also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary shall be determined by the final candidate's qualifications and experience. 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 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance:** The City contributes 100 percent of the premium of the lowest cost 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 15 paid holidays annually.
- **Deferred Comp:** The City offers a 457 Plan.
- **Flexible Spending Accounts:** The City participates in Medical Reimbursement Programs and Dependent Care Assistance. **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. Visit the [City's benefits website](#) for more info.

## APPLICATION PROCESS

Please send your resume with a cover letter outlining your interest in the role, your experience successfully influencing/driving policy at any governmental level with specific examples and describe your lived experience and/or demonstrated commitment to Justice, Equity, Diversity, and Inclusion (JEDI) within the government context. This position is open until filled and a candidate can be appointed at any time. Therefore, it is strongly encouraged to submit your application as early as possible. Please immediately submit your resume at <https://www.cpshr.us/recruitment/2177>.

For questions, inquiries, or candidate recommendations, please contact:



Pam Derby  
CPS HR Consulting  
Tel: 916-471-3126  
Email: [pderby@cpshr.us](mailto:pderby@cpshr.us)  
Website: [www.cpshr.us](http://www.cpshr.us)

Qualified applicants will be contacted and scheduled for conversations.

The City of San Jose is an Equal Opportunity Employer that does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, employment, veteran status, or any other protected status. Qualified Women, Minorities, and Veterans are encouraged to apply.

