

DIRECTOR OF THE CITY MANAGER'S OFFICE OF ADMINISTRATION, POLICY, & INTERGOVERNMENTAL RELATIONS

City of San José, California

Annual Salary: \$204,437–\$331,149 DOE/DOQ



A NATIONAL SEARCH IS UNDERWAY TO ATTRACT a strategic, innovative, and cross-disciplinary executive to serve as the City of San José's next Director of the City Manager's Office of Administration, Policy, and Intergovernmental Relations. This is an incredible opportunity for a collaborative leader who will manage administrative functions, manage public policy development, and oversee intergovernmental relations on behalf of the City Manager.



The City of San José

KNOWN AS THE “CAPITAL OF SILICON VALLEY,” the City of San José plays a vital economic and cultural role in anchoring the world’s leading innovation region. 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. The City of 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 here.](#)

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LINK

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, as well as 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 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.

The City's priorities are guided by four City Council Focus Areas which bring greater organizational emphasis, resource prioritization, and regular governance-level reporting to make notable progress on a limited number of strategic areas impacting the community. The current City Council Focus Areas are Increasing Community Safety, Reducing Unsheltered Homelessness, Cleaning up Our Neighborhoods, and Attracting Investment in Jobs and Housing.

In addition to providing a full range of municipal services, including police and fire, San José operates an international airport, a 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 at San José—home of the National Hockey League's San José Sharks.

City operations are supported by 7,000 full-time equivalent positions and a total budget of \$6.1 billion for the 2024–2025 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**.



The Office of the City Manager

THE CITY MANAGER'S OFFICE 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 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 has designated five foundational strategic support areas aimed at ensuring organizational health and improving service delivery to the community. These five foundational strategic support areas include: delivering excellent customer service; closing racial and social inequities; structurally balancing the General Fund; driving organizational performance, and making San José a great place to work.



The Position

THE CITY MANAGER'S OFFICE OF ADMINISTRATION, POLICY AND INTERGOVERNMENTAL RELATIONS is responsible for administrative support, policy analysis, and intergovernmental affairs. Administrative duties include oversight, management, and planning of the City Manager's Office budget, contract development and management, fiscal and purchasing services, hiring and retention of staff in the City Manager's Office, management of administrative staff, strategic and operational support for city-wide initiatives, and coordination of multi-departmental Public Record Act (PRA) requests. Policy duties include City Council and Committee agenda services and tracking of referrals, oversight of the design of complex, interdepartmental or interjurisdictional policy and special initiatives, support of program evaluations, strategic planning efforts, and the strategic support for the City Council's and City Manager's focus areas. Intergovernmental Relations duties include tracking, monitoring and advocating for legislation at the federal, state, and local levels, and oversight of the state and federal lobbying contracts.

Supporting this work is a staff of 19 full-time equivalent positions, two external lobbyists and an annual operating budget of approximately \$6.5 million.

The Director of Administration, Policy and Intergovernmental Relations reports to and serves as a key advisor to the City Manager. The Director's Executive Management Team includes two Deputy Directors. The Director often coordinates with and acts as an internal and external liaison on behalf of the City Manager with City departments, various stakeholders, and the City Council, as needed. As a creative and collaborative leader, the Director position has substantial capacity for effectively managing and implementing a number of high-level projects simultaneously and in a timely manner, ensuring City policies are upheld and both internal objectives and community needs are met to the extent possible.



The Ideal Candidate

THE CITY OF SAN JOSÉ IS seeking proven executives with cross-disciplinary local government experience. Candidates should have a passion for working in a fast-paced and high-profile environment and bring a combination of public policy, public administration, intergovernmental relations, leadership, and hands-on management experience and capabilities.

Executive success in the City of San José is defined by an ability to model and sustain work that delivers on the City Manager’s **One Team Leadership Values and Expectations.**



In addition, the ideal candidate will:

- ▶ Be a highly collaborative, creative, and strategic thinker who brings forward new ideas to resolve complex issues and/or implement challenging projects and policies, while considering stakeholder impacts in formulating recommendations that are in the best interest of the community and organization.
- ▶ Demonstrate knowledge of and experience with applicable professional/technical principles and practices, including public policy formulation and administration management, business management and public and private sector decision-making, city-wide and departmental procedures/policies, and federal and state rules and regulations.
- ▶ Understand the practical and applied dimensions of public policymaking and implementation, with specific experience defining complex policy issues, providing a broader perspective for assessing policy alternatives, using multiple techniques for developing policy options, and developing strategies for successful implementation and ongoing evaluation.
- ▶ Have significant experience and understanding of how cross-boundary public policy making affects the City of San José and can actively engage other agencies to move forward San José priorities.
- ▶ Understand the legislative and regulatory landscape at the federal, state, and local levels.
- ▶ Knowledge of monitoring and analyzing possible legislative and regulatory changes impacts and developing proactive legislative and regulatory strategies.
- ▶ Demonstrate knowledge of and experience with stakeholder analysis, program evaluation and robust community engagement methods.
- ▶ Have specific knowledge of preparing budgets, maintaining budgetary controls, and tracking budgets; have contract development and management experience; and understand accounting and purchasing practices.
- ▶ Demonstrate principled prioritization and decision-making skills.
- ▶ Possess superior verbal and written communication skills, as well as listening skills, with the ability to translate complex administrative matters, policy analysis and strategies into terms understandable to our community.
- ▶ Be highly resourceful and organized toward meeting job objectives, anticipate problems, be proactive, avoid difficulties by planning ahead, and display a willingness to assume extra responsibilities and challenges.
- ▶ Be politically astute and aware of how behaviors, policies, and practices are perceived by others, whether the Mayor and City Council, City Manager, Senior Staff, colleagues, employees, the public, or the news media.
- ▶ Demonstrate the ability to recruit, manage, and retain a high-performing workforce, including building a positive workplace culture, implementing principles of effective and transparent communication, and ensuring internal staff development.



EDUCATION+ EXPERIENCE

Education

A bachelor's degree in public administration, public policy, business administration, or related field. A master's degree in public administration, public policy, business administration or related field preferred.

Experience

Ten years of progressively responsible professional experience demonstrating proficiency at the management, policy making of a public sector and/or private sector organization responsible for a complex range of programs and activities is required, including at least five years at a management and policy-making management level, preferably within local government.

Compensation

The annual salary range for this position **\$204,437–\$331,149** which includes an approximate five percent (5%) ongoing non-pensionable compensation. The final candidate's qualifications and experience will determine the actual salary. For more information on employee benefits, visit the **City's Human Resources Benefits website**.



Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

HOW TO APPLY. Interested candidates are encouraged to apply online including a cover letter and resume by **FRIDAY, MAY 2, 2025** at:

WBCP JOB BOARD



SECURE THE DATES

Selected candidates must be available for both dates.

- ▶ Round one interviews will be held on **MAY 29, 2025** (please plan for possible in-person or virtual).
- ▶ Round two interviews are likely to be in-person, and planned for **EARLY-JUNE 2025**.

QUESTIONS? Confidential inquiries are welcome to contact Wendi Brown: **wendi@wbcpinc.com**

866.929.9227 toll-free | **541.664.0376** direct

— The City of San José is an equal opportunity employer. —