



  
**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 12th 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.

The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music and 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. 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, which 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 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.

## 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 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 also 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, 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’s San José Sharks.

City operations are supported by 7,040 full time equivalent positions and a total budget of \$6.1 billion for the 2023-2024 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings (Aa1/AA+/AA+) 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).

# The Finance Department

The mission of the Finance Department is to strategically manage the City of San José's financial resources for all stakeholders. Our vision is to be a valued partner and trusted advisor for the City of San José, and a great place to work for current and future employees.

The Finance Department is organized into five divisions: Accounting, Administration, Debt & Treasury Management, Purchasing & Risk Management, and Revenue Management.

Accounting: Responsible for facilitating timely and accurate payment of the City's financial obligations, including payroll and accounts payable; providing accurate and meaningful financial reporting on the City's financial condition; and leading the grants management and financial recovery activities as it relates to emergency or disaster response.

Administration: Responsible for providing administrative oversight for the department, including executive management, budget and fiscal management, human resources, employee relations, and general office management.

Debt & Treasury Management: Responsible for providing cost-effective financing, investment, and cash collection of the City's resources, including oversight of a \$4.4 billion debt portfolio and \$2.5 billion investment portfolio.

Purchasing & Risk Management: Responsible for purchasing and providing quality products and services in a cost-effective manner, administering the City's Purchasing Card program, overseeing the City's Risk Management function, and ensuring insurance coverage for the City's assets.

Revenue Management: Responsible for billing, monitoring, auditing, and collecting various City taxes, fees, and charges, including general business tax, utility service charges, and miscellaneous revenues.

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. With a dedicated staff of 135 budgeted full-time positions and an annual operating budget of \$26 million, the department is responsible for ensuring efficient financial operations.

## The Position

The City of San José is seeking a skilled and innovative 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 Administrative Officer and Deputy Directors for Debt & Treasury Management, Purchasing & Risk Management, and Revenue Management. The Deputy Director for Accounting reports to the Director of Finance and as such, the Assistant Director has limited oversight for the Accounting division. The Assistant Director manages a staff of 95 budgeted full-time positions.

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.

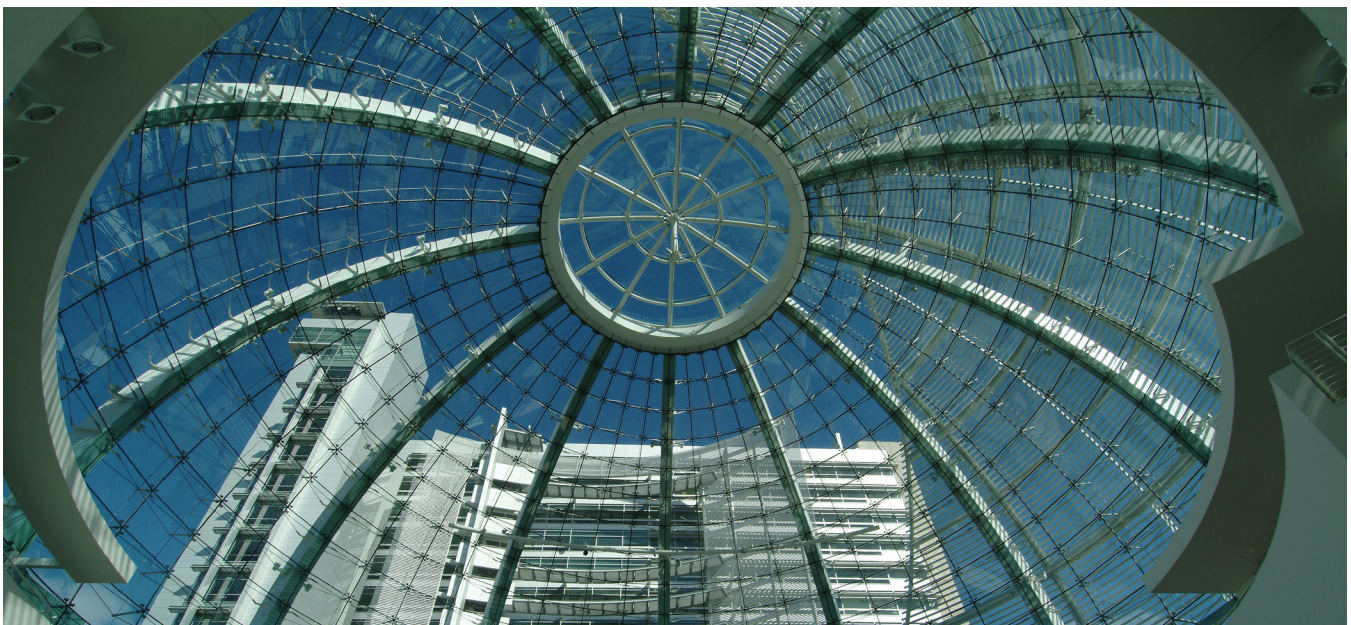
Experience leading or overseeing billing or financial system implementation projects.

# Compensation and Benefits

The salary range for the Assistant Director is \$176,944 – 285,841, effective July 1, 2024. 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

This position is open until **June 3, 2024**. To be considered, please apply on-line at [www.allianceRC.com](http://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. Further stages of the selection process may involve one or more interviews before the final selection. The City of San Jose anticipates holding in-person panel interviews the week of June 17, 2024.

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.*