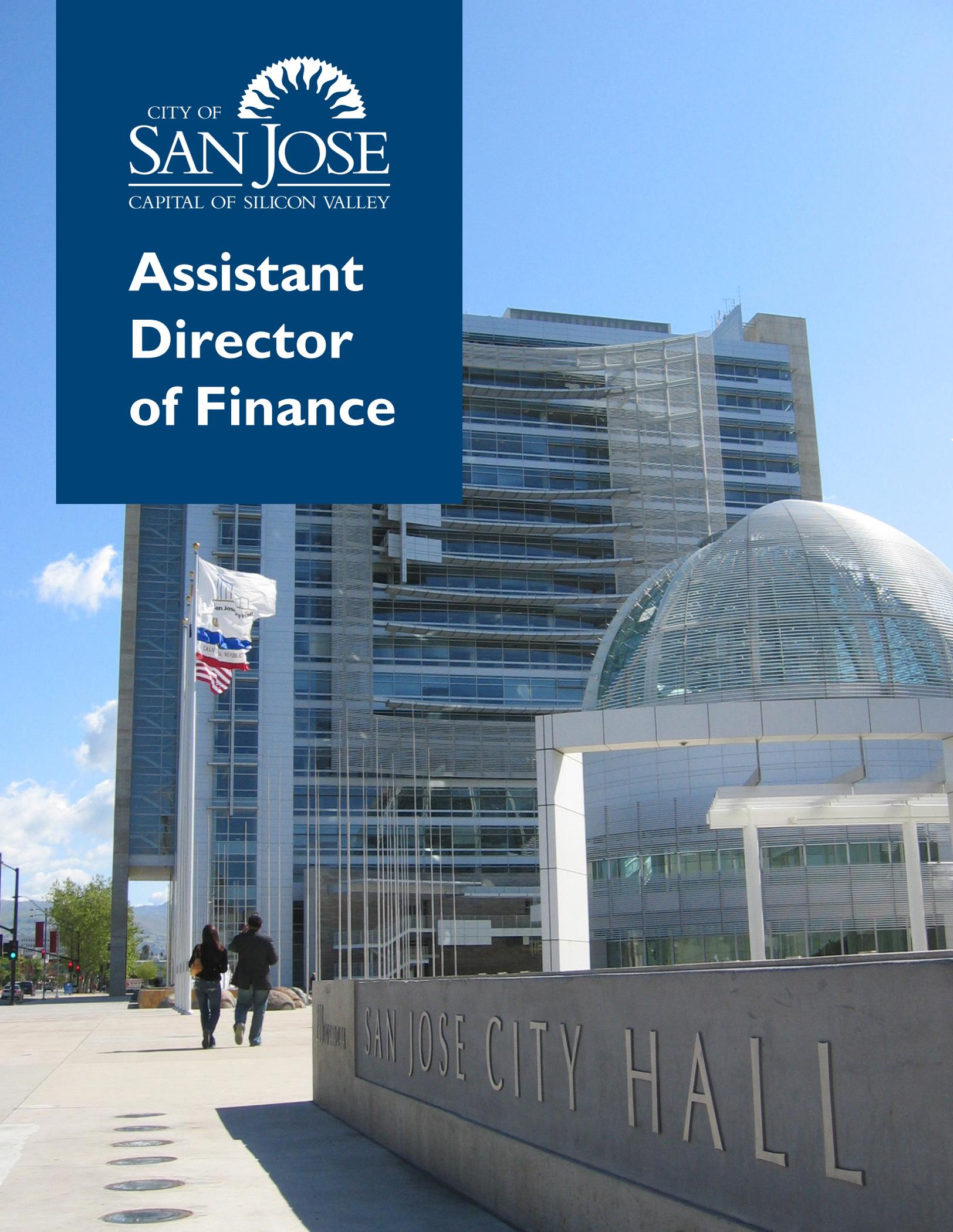




Assistant Director of Finance





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 181 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 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, Samsung, PayPal, and eBay as well as start-ups and advanced manufacturing.

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 rich cultural and recreational life of the entire Bay Area 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. Sixteen 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.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that set 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 landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor’s degree or higher, compared with 25 percent 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 that operates under a hybrid 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, commissions, and project specific engagement opportunities.

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, an accredited zoo, 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 6,622 full time equivalent positions and a total budget of approximately \$4.3 billion for the 2019-2020 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.

FINANCE DEPARTMENT

San José's Finance Department is responsible for debt management, investments/cash management, payment processing, billing, accounts receivable, delinquent tax/revenue collections, payroll, accounts payable, financial reporting, risk management, and procurement services. Organized across five divisions (Accounting, Revenue Management, Treasury, Purchasing and Administration), the Department is supported by 125 employees. The Assistant Director reports to the Finance Director, and the Deputy Directors, along with managers over Treasury and Administration functions, formally report to the Assistant Director, yet also benefit from a strong working relationship with the Director of Finance.

THE IDEAL CANDIDATE

Qualifications

Education: Bachelor's degree from an accredited college or university in business administration, public administration, or related field. Master's degree is highly desirable.

Experience: Seven (7) years of increasingly responsible experience in business management and/or administration, or operations.

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

The **characteristics** of the ideal candidate include:

- Experience with large-scale system implementations and financial technology. The Department is considering a new Enterprise Resource Planning (ERP) system to replace the City's legacy financial management system.
- Demonstrated professional experience working with the complexities of larger municipal organizations comparable with the City of San José.
- Experience and the resolve to provide clear vision and ongoing direction for the five divisions within the Department.
- Is politically astute and capable of mediating professional staff concerns and political concerns, and comfortable with significant, regular interaction with executives and managers.



COMPENSATION AND BENEFITS

The current salary range for the Assistant Director is \$137,844.85 - \$214,928.79. Employees in this classification also receive an approximate five percent (5%) on-going non-pensionable compensation in addition to the compensation listed above. 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 reciprocal with CalPERS; defined contribution plan available as an option.

Health Insurance – The City contributes 85% toward the premium of 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.

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

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. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase up to 80 hours.

Sick Leave – Sick Leave is accrued at the rate of approximately 8 hours per month.

Holidays – The City observes 14 paid holidays 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.

Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

APPLICATION AND SELECTION PROCESS

Please submit, in PDF format, a cover letter, resume, and a minimum of five professional references. Include their contact information and your working relationship to them.

To apply, please visit: <http://koffassociates.com/jobs/>

Filing Deadline: Monday, September 23rd

Email questions to: info@koffassociates.com

The City of San Jose is an Equal Opportunity Employer.

