

ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

City of San Jose, CA





THE COMMUNITY

Over the past half century, San José has transformed from an agricultural community known as the “Valley of Hearts’ Delight” to become Silicon Valley, a global center of technology innovation that has changed the way the world lives, works, and plays. San José is home to one of the largest concentrations of technology expertise in the world, with more than 6,600 technology companies, powered by one of the most highly educated and productive populations in America. High tech companies with corporate headquarters in San José include Samsung, Adobe and eBay. With over one million people, San José is the tenth largest city in the nation and the largest city in the Bay Area. San José is a diverse community: 40% of the population is foreign born and highly educated; additionally, more than 40% of the working population has a bachelor’s degree or higher, compared with 25% nationally.

San José is a large city that acts with small-town spirit through extensive community engagement and outreach on planning projects big and small. It is highly attractive for families and individuals seeking cohesive neighborhoods and provides a full range of city facilities and services. In addition, San José offers a wide variety of residential settings, as well as cultural, entertainment, recreation, dining, and shopping options.

Situated between the beautiful Diablo and Santa Cruz mountain ranges at the south end of San Francisco Bay, San José’s central location is a gateway to amenities and adventures throughout Northern California. The City is readily accessible to the beaches along the California coast, including Monterey and Carmel, as well as to Yosemite and Lake Tahoe and to the rich cultural life of the entire Bay Area region. San José’s professional sports teams include the Sharks (men’s hockey) and the Earthquakes (men’s soccer). Universities in and near San José include San José State University, Santa Clara University, Stanford University, University of California at Berkeley, University of California at San Francisco, and University of California at Santa Cruz.

ABOUT THE CITY GOVERNMENT

The City of San José operates under a council-manager form of government and is a full-service Charter City. The City Council consists of ten council members elected by district and a mayor elected at large. The City Manager, City Attorney, City Auditor, Independent Police Auditor and City Clerk report directly to the City Council.

The 2014-2015 Adopted Operating and Capital Budgets for the City of San José total nearly \$2.8 billion. The City employs approximately 5,400 full-time employees. For more information about the City of San José, please visit the City’s website at www.sanjoseca.gov.

DEPARTMENT OF INFORMATION TECHNOLOGY

The City of San José, the Capital of Silicon Valley, is one of the nation’s best managed cities and one of the top ten cities in which to live work and do business. Moreover, San José is the center of cultural government and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration.

The Information Technology Department’s (ITD) mission is to enable the service delivery of its customers through the integration of Citywide technology resources.

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ITD consists of four core service areas:

- **Enterprise Technology Systems and Solutions** - Business Systems, Database Administration, Financial Management Systems, HR/Payroll, Integrated Billing
- **Information Technology Infrastructure** - Core Infrastructure, Telecommunications, Servers, Desktop Support, Email
- **Customer Contact Center** - Utility Billing, Internet Self-Service, General Information Requests
- **Strategic Support** - Budget/Fiscal Management, Procurement, Contract Administration, Human Resources, Analytical Support

The Information Technology Department strives to provide meaningful impact through the effective use of technology for its employees and community that the City Organization serves. ITD has a 2013-2014 Adopted Budget of \$14.3 million and 87.5 staff.

THE POSITION

The Assistant Director of Information Technology is a newly created position and reports directly to the Chief Information Officer. The Assistant Director of IT will supervise two division managers who oversee the Infrastructure and Applications teams.

Top priorities of the new Assistant Director will be:

- Manage the Infrastructure team and the Applications team.
- Help the Department thrive despite limited resources as the City continues to rebuild and grow from the recent financial challenges.
- Improve the operational execution of the Department. The new Assistant Director will focus on new technologies for the City. He/She will need to address timeliness, scope and budget size while considering alternatives and resulting trade offs.
- Work with the Division Manager on defined work plans for upcoming updates for every major technology enterprise. Furthermore, communicate the plans clearly to stakeholders.
- Manage day to day operations of the Department. Balance the ideas of the staff and hold people and projects accountable.

THE IDEAL CANDIDATE

The City of San Jose's Department of Information Technology prides itself on being a technology leader in infrastructure. The Department is dedicated to providing productivity enhancements for the City. The collegial department is seeking a hands on manager with demonstrated technical skills. The ideal candidate will be able to step in for the CIO when needed, present to Council and the City's Senior Staff, and think on his/her feet. Most importantly, the City seeks an individual who is able to adapt to rapid change, adjust priorities as needed and focus on achieving goals.

The ideal candidate will be technically credible, proactive, articulate, and efficient with the ability to become politically astute. He/She will have outstanding communication skills, good instincts and the ability to convey confidence. Lastly, the selected candidate will be highly technical, exhibit the ability to implement innovative solutions, and boast a successful track record in project management.

Education, Certifications and Experience

- Requires of a bachelor's degree from an accredited college or university in business administration, public administration, or a related field; and, seven years of increasingly responsible experience in business management and/or administration, operations, or maintenance. Experience at a level equivalent to Senior Manager or Deputy Director is desirable. It is preferred that candidates have 10 to 15 years of technology experience.
- Possession of a valid license authorizing operation of a motor vehicle in California may be required.
- Experience with public speaking desired.
- Candidates from the private sector are strongly encouraged to apply.

COMPENSATION

The salary for this position is within an established annual range of \$109,903 to \$171,316 and will be dependent upon the qualifications and experience of the selected candidate. In addition, the City of San Jose provides excellent benefits, which include:

- Retirement Plan – The City has its own defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option. More information is available regarding the plan.
- Health Plan – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.
- Dental Plan – The City contributes 100% of the premium of the lowest cost plan for dental coverage.
- Personal Time Off – Vacation is accrued at the rate of three weeks per year. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- Holidays – The City observes 14 paid holidays annually.
- Deferred Compensation – The City offers an optional 457 plan.
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- 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.

HOW TO APPLY

Resume review begins **May 29, 2015**. Please apply **online** at www.alliancerc.com. For assistance, questions and inquiries, please contact:

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