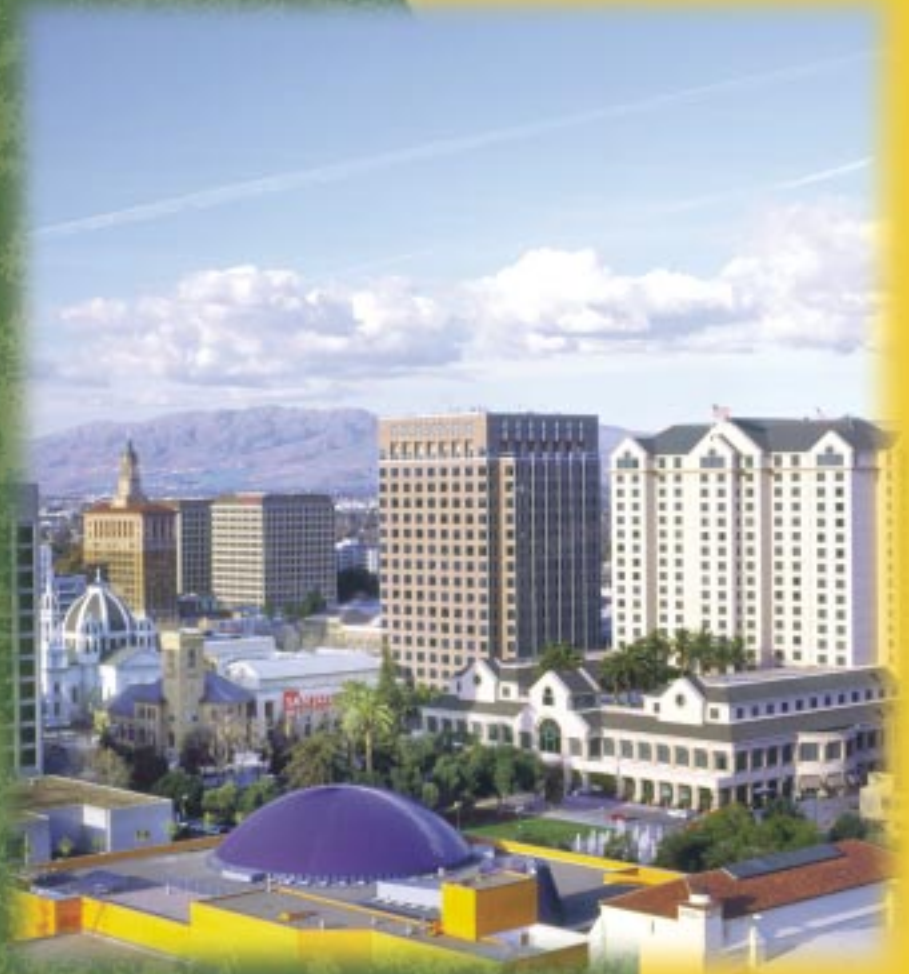


THE CITY OF
SAN JOSÉ
INVITES YOUR
INTEREST FOR
THE POSITION OF
BUDGET DIRECTOR





THE COMMUNITY

San José, the “Capital of the Silicon Valley”, is California’s third largest city (population 974,000) and the tenth largest city in the nation. With a world-renowned quality of life, San José is the heart of cultural, government, and economic activity for the Silicon Valley region.

San José is ranked as having the highest median U.S. household income (\$76,181). At the heart of the dynamic Silicon Valley region is a thriving economy sustained in part by many innovative high-tech and manufacturing companies that make the region a national leader in exports. In addition to accessible and modern light rail, commuter rail, and bus systems, the region is also served by the convenient Norman Y. Mineta San José International Airport located close to San José’s vibrant downtown.

San José is consistently recognized as being the Safest Big City in America with the best public safety record of any metropolitan area in the country. The City celebrates a broad

diversity in its population as one of its greatest strengths, and its local communities have strong heritage and economic ties around the world that enrich the cultural environment.

People living and working in San José recognize they are living in one of the nation’s best-managed cities as well as one of the best places for business and career opportunities. Santa Clara Valley is home to more than 1.5 million people; the area boasts unique and livable neighborhoods that are proud of their excellent quality of life for all residents.

In addition to an ideal mild climate, the area offers a wide variety of exciting cultural, recreational, and educational and entertainment opportunities. HP Pavilion at San José in the center of the city is home to the NHL Sharks and a full schedule of cultural and sporting events. Other community and cultural landmarks include the Children’s Discovery Museum, San José Art Museum, History San José, San José Repertory Theater, Tech

Museum of Innovation and the Mexican Heritage Plaza. San José is also in close proximity to the beautiful beaches of Northern California, the Sierra Nevada, and the unique environment of the San Francisco Bay Area. Nearby are major institutions of higher learning, including San José State University, Stanford University, University of California, Berkeley, University of California, Santa Cruz and Santa Clara University.

CITY GOVERNMENT

San José was founded in 1777 and was California’s first civilian settlement. On March 27, 1850, it became California’s first incorporated city and the site of the first State Capital. The City of San José is a full service Charter City and operates with a Council-Manager form of government. The City Council is comprised of ten Council Members elected by district and a Mayor who is elected at large. The Mayor and Council Members are elected to four-year, overlapping terms and are limited to two four-year terms.

The City Council appoints six Charter Officers — the City Manager, City Attorney, City Auditor, City Clerk, Redevelopment Agency Executive Director, and Independent Police Auditor. Department directors are appointed by the City Manager, subject to confirmation by the City Council.

To learn more about the City of San José, visit the City’s website at www.sanjoseca.gov.

THE POSITION

Reporting to the City Manager, the Budget Director manages a staff of 17 to coordinate, develop and monitor the operating and capital improvement budgets for the City of San José. The 2007-08 Adopted Operating and Capital Budgets total \$3.8 billion. With this funding, the City delivers a wide range of services to San José’s residents, businesses and visitors. The budget is developed with a focus on City Council priorities, directing resources toward essential services, meeting basic infrastructure requirements, taking advantage of economic development opportunities, and





maintaining the Council's strong commitment to neighborhoods.

The Budget Director is responsible for all functions associated with the development and monitoring of the budget including, but not limited to:

- Recommending overall budget balancing strategies to the City Manager
- Preparing revenue projections for all 114 City funds
- Reviewing and proposing modifications of existing standards, procedures and policies governing budget preparation
- Supervising budget control measures such as technology, office and furniture purchases
- Supervising preparation of the Five Year Capital Improvement Program to include projecting sensitive development and real estate related revenues, reviewing and approving revenue and expense project estimates by departments, rationalizing proposed programs in terms of City priorities and

existing commitments and coordinating cross-departmental projects

- Reviewing operating departments' budget requests and providing independent analysis regarding their proposals
- Preparing and publishing the principal budget documents, including the Proposed and Adopted Operating and Capital Budgets, Fees and Charges reports, the Annual Report, the City Manager's Five Year Forecast and Revenue Projections, and Mid-Year Budget Request and Review
- Ensuring proper maintenance of appropriation ordinances, supervising and performing surveys of revenues and expenditures, and overseeing development and maintenance of economic forecast models
- Evaluating and supervising the evaluation of departmental activities and work programs, work load indicators, budget trends, and related elements and

- recommending appropriate actions
- Assisting in presenting the proposed budget to the City Council and to community groups

While the City of San José has been faced with various economic challenges, the City is recognized for its excellent financial management. San José has maintained a strong AA+ bond rating, the highest of any major California City. In addition, the City's annual Operating and Capital Budgets have also received awards from the Government Finance Officers Association and the California Society of Municipal Finance Officers.

ISSUES AND PRIORITIES

In preparation for the recruitment of a new Budget Director, City officials identified the primary issues and priorities to be addressed by the successful candidate:

- Strengthen the financial condition of the City, eliminate the structural budget deficit in the City's General Fund, maintain a high City bond rating (which is currently AA+), and look for new financing and service delivery models.

- Assist the City Manager with addressing the need for financing deferred City infrastructure including transportation, information technology, general services maintenance, vehicle/equipment replacement and park facilities.

IDEAL CANDIDATE PROFILE

Education and Experience

Ideal candidates will be well rounded public finance professionals with in-depth knowledge and experience in local government budgeting. Candidates who seek a dynamic and progressive environment where high expectations are the standard, and who can capably balance numerous priorities will find San José's team oriented culture to be a good fit. Excellent verbal and written communication skills, exceptional attention to detail, and a track record of establishing and fostering collaborative working relationships are essential attributes that are expected in the next Budget Director.

A Bachelor's degree in economics, public or business administration, or





related field, as well as a minimum of six (6) years of increasingly responsible professional analytical staff experience, including significant experience managing a large public sector budget program that required development, and oversight of complex budgets with multiple funds is required. **A Master's degree is preferred.**

Professional Attributes

Along with the previously mentioned qualifications and characteristics, the candidate selected for the position will exhibit the following professional attributes:

- Effective and creative problem solver
- Outstanding critical thinker
- Capable of communicating complex issues in an understandable manner
- Balanced approach to evaluating issues and recommending solutions
- Extraordinary interpersonal skills coupled with unyielding diplomacy

- Gifted manager and developer of staff, capable of inspiring loyalty and dedication from staff while respecting the need for work / life balance
- Well developed political acumen
- Technology savvy
- Seeks new methodologies and best practices to assist City stakeholders with improvements and innovations to the budget process
- Substantial capacity for retaining information
- Strong leadership skills

COMPENSATION AND BENEFITS

The salary range for this position is **\$136,685 - \$213,640**. The City provides an excellent array of benefits that includes the following:

- Retirement – 2.5% @ 55 formula utilizing single highest year – full reciprocity with CalPERS (the City contributes 21.98% and the employee contributes 7.58%).

- City pays 90% of the lowest cost health insurance premium for family coverage; employee/family premium cost for the lowest cost plan will not exceed \$100 per month in 2007, will not exceed \$150 per month in 2008. If another plan is selected, the employee pays the amount in excess of 90% of the lowest cost plan.
- City pays 100% for the lowest cost dental insurance plan for family coverage. If another dental plan is selected, the City pays 95% and employee pays 5%.
- Life Insurance equal to two times annual salary
- Generous vacation, executive leave and holiday package
- Vehicle Allowance
- 457 (b) Deferred Compensation Plan
- Tax deferred medical and dependent savings plan
- Accident insurance, long-term disability insurance, and an employee assistance program are also available
- Out of area relocation assistance
- Housing Assistance Program

APPLICATION AND SELECTION PROCESS

This position is **open until filled**. Qualified candidates are encouraged to **apply immediately**. To be considered for this

exceptional career opportunity, submit a cover letter with current salary, resume, and a list of five professional references to:



Christine Iams
 CPS EXECUTIVE SEARCH
 241 Lathrop Way
 Sacramento, CA 95815
 Tel 916.263.1401
 Fax 916.561.7205
 Email: resumes@cps.ca.gov
 Website: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the highest qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be reported to the City. A small group of candidates will be invited to participate in final interview and selection activities in San José. Following the selection activities, the selected candidate will undergo a thorough background investigation and reference check process.



The City of San José is an Equal Opportunity Employer