



The City of San José

seeks a dynamic, highly experienced
and politically astute

INTER- GOVERNMENTAL RELATIONS DIRECTOR





THE COMMUNITY

The City of San José was founded in 1777 as California's first civilian settlement. It was incorporated in 1850 and was the site of the first state capital. Based on the proud heritage of its early Spanish residents and the westward migration of settlers, after the Civil War, San José prospered as a trade and transportation hub along the mission trail of Old California. Today, the City reflects the cultural and ethnic diversity of its early populations. Its residents now speak over 52 different languages and the community reflects a rich tapestry of diversity. Hispanic, Asian/Pacific Islanders, African American and other ethnic groups constitute slightly over 50 percent of the population. The City sponsors numerous cultural festivals and is proud of the sense of community, active programs and learning achieved by its residents.

San José, the "Capital of Silicon Valley" and county seat of Santa Clara County, is the third largest City in California, tenth largest in the nation and home to a population of 974,000 residents. While San José and Silicon Valley are largely associated with the technology industry, the City's business profile is diverse and healthy with the presence of robust commercial, retail, industrial, professional and service businesses.

San José is also the Safest Big City in America, with the best public safety record of any metropolitan area in the country. The City is proud of the cultural and ethnic diversity of its population and workforce and the rich cultural identity of its many neighborhoods. San José ranks first in the country in percentage of adults with college degrees (42%) and second in median household income.

GOVERNANCE

The City of San José is a full-service Charter City that operates under a Council-Manager form of government. Ten full-time Council Members are elected by District on a non-partisan basis, and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected a-large and serves up to two four-year terms. The City Council appoints six Charter officers: City Manager, Redevelopment Agency Director, City Attorney, City Auditor, Independent Police Auditor and City Clerk. Department Directors are appointed by and report to the City Manager. The appointments are subject to confirmation by the City Council. The City of San José has 7,000 positions and a total budget of \$3.8 billion for fiscal year 2007-2008. San José constantly ranks as one of the nation's best managed cities and regularly earns professional awards for innovation and results. To learn more about the City of San José, visit the City's website at www.sanjoseca.gov.

ORGANIZATION & POSITION OVERVIEW

The City Manager is responsible for the implementation of the City Council's policies, goals and objectives. The focus of the Office of the City Manager is on results, quality customer service and building a



partnership with the City Council, community and staff. The Office of the City Manager provides strategic leadership that supports the City Council as well as motivates and challenges the organization to deliver high quality services that meet the community's needs. The Office of the City Manager has three core services: to manage and coordinate citywide service delivery; analyze, develop and recommend public policy; and, lead and advance the Organization.

Working as a member of the City Manager's Office, the Intergovernmental Relations Director is charged with providing leadership, direction and guidance relative to the City's legislative strategy. The IGR Director manages the City's legislative representative in Sacramento and the contract with Patton Boggs, LLP, the City's Federal Lobbyist. The Director reports to a Deputy City Manager and provides leadership and direction to key City staff involved with the legislative process. The Director manages a full time staff of four employees and an Operating Budget of approximately \$1 million.

Typical responsibility/duties for the IGR Director include the following:

- Lead, develop and direct programs for maintaining contact with legislative and political leaders; manages the City's external relationships with other governmental agencies, legislative bodies and local delegations.

- Communicates legislative activities affecting City operations and identifies potential impact on City operations; tracks State and Federal legislation; coordinates staff efforts to obtain results on the City's legislative objectives; prepares and coordinates letters, statements and other lobbying efforts on behalf of the City; may represent the City at the State Legislature; coordinates annual city-wide review of new legislation
- Lead and advise City Staff on various legislative issues, intergovernmental relationships, and related policies.
- Clarify, define, and frame legislative, intergovernmental and political issues for discussion within the organization and City Council; recommend strategies and positions to the City Manager, Council and Staff as requested.
- Develop the City's annual Legislative Guiding Principles and Priorities.
- Prepare reports and makes presentations to the City Council; prepare non-routine correspondence for the Mayor and Elected Officials.
- Provide training and consultation to City Management Staff that contributes to legislative and issue advocacy.
- May manage interdepartmental teams and complex projects and studies of a legislative nature.

- Oversee the City's state and federal lobbyists to secure federal and state budget appropriations, grant funds and legislative support for priority city projects.

CANDIDATE PROFILE

The ideal IGR Director will follow in a tradition of good Council-Manager working relations, strong management skills, innovative legislative solutions to the City's challenges, sound administrative practices, and a track record of accomplishment. The ideal candidate will communicate effectively with staff, elected officials, legislators, and other government officials; communicate complex rules, regulations, legislation, laws and technical information in a manner that is appropriate for the intended audience. This person must display strong leadership skills and the ability to represent the City's interests in a compelling and successful manner.

The Director maintains close working relationships and knowledge of activities regarding local State Representatives/Assembly Members, with the Governor's Chief of Staff and immediate Cabinet members and other key officials. The Director will also participate and/or lead the City's Sustainable Regional Partnerships efforts with such organizations as the Association of Bay Area Governments (ABAG), League of California Cities, National Mayors Conference,



International City Management Association, Greater San José Chamber of Commerce, Santa Clara Valley Economic Development Partnership, Valley Transit Authority (VTA) and Santa Clara County.

The Director must maintain ongoing knowledge and information, files and tracking mechanisms regarding general legislation, funding and legislative strategies affecting municipal/local governments. By means of regular “legislative updates” the Director will maintain a constant flow of critical information to key members of the City staff and elected officials regarding current, pending and future legislative initiatives at both the State and Federal levels.

The new IGR Director must quickly assimilate into the organizational structure and gain an immediate understanding of political issues, community concerns and trends affecting the political, social, cultural and financial infrastructures of the City of San José.

The unique nature of this position requires a person who has strong leadership skills and is extremely flexible in approach and outlook. The ability to interpret, analyze and communicate complex legislative and technical information is essential for the IGR Director. The Director will be required to regularly interface with a broad spectrum of stakeholders and interests groups, which range from elected officials to association



governance, staff and the membership itself. The media, other lobbyists, political action groups and partisan/political leadership constitute just a few of those stakeholders. As a result, the person must have exceedingly well developed skills and be sophisticated in areas of communications, marketing/program implementation and administration. Candidates for the position must be dynamic, analytical and visionary. The ability to “get things done” through others, gaining their cooperation, agreement and participation is of paramount importance in this position.

The Director should be thoroughly familiar with State and Federal regulations/rules affecting local government

and have familiarity with current municipal government initiatives, as well as those problems affecting a labor and employee relations issues in government. Creation and management of effective internal communications programs in a large, decentralized organization, professional association or trades group would be beneficial. The ability to maintain a strong presence with State Legislators and their supporting staff is needed. Candidates must be able to make poised presentations in a clear and credible manner before diverse audiences. The Director must be able to cope with multiple, sometimes conflicting, priorities and respond to the pressure of working under tight deadlines. The skill to work effectively across internal organiza-



tional structures, ability to motivate subordinate staff through inclusiveness and listening, and the desire to keep others closely informed on legislative activities will allow a new Director to be successful in this position.

The Director must be an individual who is a consensus builder and facilitator, one who can develop common goals and assist in moving an organization forward in a positive and constructive manner. This position will require a self-motivated individual who is a creative problem-solver with highly developed management and administrative abilities. The Director will serve as a catalyst for action in translating goals/objectives into action plans. The Director will have strong technical writing and analytical skills, with close attention to detail, yet maintain a vision for the City and remain focused on the overall mission. The Director must have superior long-range/strategic planning skills and be able to continually achieve interim goals in pursuit of the long-term strategy.

The successful candidate must have a high energy level and a positive/co-operative outlook toward the achievement of organizational programs. The Director must strive to ensure that his/her staff members are kept current and work in concert with overall organizational goals, core values and mission. The most likely individual to succeed will be one who can build internal and external coalitions, properly utilize the talents of others and maintain an even perspective. The Director should value the opinion of others and make definitive efforts to include those opinions in discussions/problem-solving sessions.

This is a position of public trust and extreme importance within the City of San José. There can be no question with regard to personal or professional ethics or behavior. The Director must display and promote a pro-active commitment to equality of opportunity and diversity in the workplace as well as toward those who conduct business with the City. The ability to deal with diverse interest groups, represent City viewpoints/positions clearly and consistently and deal equitably with all members/staff are essential characteristics for a new Director.

EDUCATION & EXPERIENCE

The position requires a minimum of a Bachelor's degree in public/business administration, government or a related field, and a significant amount

of experience in legislative, political and/or large professional association relations. Previous experience working for a public agency or governmental entity in a similar capacity is highly desirable. A Master's degree and advanced schooling in public policy development would be viewed favorably.

COMPENSATION & BENEFITS

The salary range for this position is DOQ. An outstanding program of benefits awaits the successful candidate as well as the opportunity of working for one of the most progressive municipal governments in California and the nation.



APPLICATION PROCESS

Qualified candidates please submit your résumé
online by visiting our website at

www.watersconsulting.com/recruitment

Apply Immediately. Candidates with relevant qualifications will be given preliminary interviews with the Consultant. Those deemed qualified will be referred to the hiring authority for further consideration. Final interviews at the City of San José will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. For more information please contact **Jerry Oldani** by calling our toll free number 877.356.2924 or by visiting our website at

www.watersconsulting.com

**The City of San José is an Equal Opportunity
Employer and values diversity at all levels
of its workforce!**

