



**DIRECTOR OF THE OFFICE OF ECONOMIC  
DEVELOPMENT AND CULTURAL AFFAIRS**  
City of **San José, California**

Recruitment Services Provided By





The background image is a composite. The top half shows a city street with multi-story buildings, some with balconies, and trees. The bottom half is a close-up of a flower bed with pink, white, and purple flowers. A white rectangular box with text is centered over the middle of the image.

## The Opportunity

A national search is underway to attract a strategic, innovative, and experienced local government economic development executive to serve as the City of San José's next Director of the Office of Economic Development and Cultural Affairs.

This is an incredible opportunity for a collaborative leader who will lead the delivery of world-class services in driving economic growth, shaping vibrant cultural affairs, and leading high-performing teams to best position the City's future.



# 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 13th 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. For more information about the unparalleled quality of life in San José, please visit [Why San Jose?](#)

The Envision San José 2040, General Plan is the City’s policy document and blueprint for long-term growth and development. The Plan embodies the City’s “more urban future” and targets new development in growth areas, including Downtown, North San José, and Urban Villages. San José is powered by one of America’s most highly educated and productive populations. 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, ecosystem of talent, infrastructure, research and creation, and global connections.





# The City Government

The City of San José is a full-service Charter City and operates under a hybrid Council-Manager form of government. The City Council is comprised 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 actively engages with the community through Council-appointed boards and commissions.

The City's priorities are guided by four City Council Focus Areas which bring greater organizational emphasis, resource prioritization, and regular governance-level reporting to make notable progress on a limited number of strategic areas impacting the community. The current City Council Focus Areas are Increasing Community Safety, Reducing Unsheltered Homelessness, Cleaning up Our Neighborhoods, and Attracting Investment in Jobs and Housing.

In addition to providing a full range of municipal services, including police and fire, San José operates an international airport, a municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, and a library system with 24 branches.

The City also oversees convention, cultural, and hospitality facilities, including the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center at San José –home of the National Hockey League's San José Sharks.

City operations are supported by approximately 7,000 full-time equivalent positions and a total budget of \$6.1 billion for the 2024-2025 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. Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

**\$6.1B**  
Operating Budget

**7,000 FTE**  
Employees







# The City Manager’s Office of Economic Development and Cultural Affairs and Position

The City Manager’s Office of Economic Development and Cultural Affairs’ mission is to catalyze job creation, private investment, revenue generation, talent development and attraction, and a diverse range of arts, cultural and entertainment offerings.

Supporting this work is a staff of 57 full-time equivalent positions and an annual operating budget of approximately \$74 million.

The Office of Economic Development and Cultural Affairs is an office within the City Manager’s Office. The Office of Economic Development and Cultural Affairs Director reports to and serves as a key advisor to the City Manager. The Director’s Executive Management Team includes an Assistant Director and a Deputy Director.

The Office of Economic Development and Cultural Affairs provides 5 core services and manages and/or oversees a variety of associated programs: Arts and Cultural Development, Business Development and Economic Strategy, Real Estate Services, Regional Workforce Development, and Strategic Support. San José is an innovation hub with driving industry companies ranging from emerging start-ups to global leaders in technology. Key industries of focus include artificial intelligence, advanced manufacturing, semiconductors, autonomous and electric vehicles, online and digital services, and clean energy and sustainability.

With two pro sports teams and a host of cultural and event venues, sports and entertainment is also a focus area.

Over the next two fiscal years the Office of Economic Development and Cultural Affairs will focus on the following four objectives:

- 1. *Growing jobs and revenues and promoting innovation from large and medium-sized businesses in key sectors such as manufacturing and artificial intelligence;*
- 2. *Fostering small business resilience and creating thriving business districts;*
- 3. *Accelerating a thriving Downtown and*
- 4. *Activating San José as the South Bay’s hub for sports, arts, and entertainment.*

The Office of Economic Development and Cultural Affairs is also a vital member of the interdepartmental team leading the [Attracting Investment in Jobs and Housing City Council Focus Area](#). Additional information regarding the Office’s core services, related programs, and budget can be found in the Office of [Economic Development and Cultural Affairs Budget Summary](#).



# The Ideal Candidate

The City of San José is seeking a proven Economic Development and Cultural Affairs Director with a passion for working in a fast-paced and high-profile environment and who brings extensive world class economic and business community centered executive leadership experience and capabilities. This includes proven management of business development, economic strategy, arts and cultural development, real estate services and regional workforce development that meet and exceed performance goals.

Executive success in the City of San José is defined by an ability to model and sustain work that delivers on the City Manager's One Team Leadership Values and Expectations in addition to the following specific knowledge, skills, and abilities:



- Demonstrated ability in growing jobs and revenue;
- Knowledge of best practices to promote innovation from all sized businesses;
- Demonstrated ability to foster small business resilience and create new business districts;
- Demonstrated ability to generate commercial lease renewals, new business attractions and increased foot traffic in downtown and in neighborhood business districts;
- Demonstrated ability to market and promote sporting, art and entertainment events within the City to increase attendance and visitors;
- Knowledge of principles and practices of public policy and administration management;
- Knowledge of principles and practices of business management and private sector decision-making;
- Knowledge of current economic trends and principles, practices, and techniques of economic development;
- Knowledge of the principles and techniques involved in the development and implementation of a comprehensive economic development program;
- Prior experience awarding and administering various grants, agreements and contracts;
- Ability to interpret statistical, economic, and highly technical data relating to City economic development matters;





# The Ideal Candidate

- Ability to develop a sound public relations program and to persuade others to follow the principles of strategic economic development;
- Ability to prepare and defend an annual budget for economic development programs and to manage them within the parameters of the adopted budget;
- Excellent oral and written communication skills which enable the unbiased, clear, concise, and data driven presentation of information and recommendations to the City Manager, Mayor and City Council, business community, corporate leaders, developers, small businesses and other stakeholders on complex, controversial, or sensitive issues;
- Proven ability to cultivate partnerships and to build trust by communicating honestly, collaborating, and delivering equitable outcomes with all levels of the organization and with all interested stakeholders in the business and development community;
- Demonstrated ability to recruit, manage, and retain a high performing workforce, including building a positive workplace culture, implementing principles of effective and transparent communication, and ensuring internal staff development;
- Respect for and support of all the policies and directions set by the Mayor and City Council through the City Manager; and
- Ability to be politically astute and aware of how behaviors, policies, and practices look to others, whether by the Mayor and City Council, Senior Staff, colleagues, employees, the public, or the news media.







# Education & Experience

The following are the minimum qualifications for the Director of the Office of Economic Development and Cultural Affairs position:

**Education:** A Bachelor's Degree in Public Administration, Business Administration, or a discipline related to the business performed by the department. A Master's Degree in Public Administration, Business Administration, or a discipline related to the business performed by the department is preferred.

**Experience:** Ten years of progressively responsible professional experience that demonstrates proficiency at the management and policy making levels of a corporate or public organization responsible for a complex range of programs and activities, including five years at a management and policy-making management level.





## Salary & Benefits

The annual salary range for this position is **\$204,437 - \$331,149** which includes an approximate five percent (5%) ongoing non-pensionable compensation. This position is also eligible for a management pay for performance program which may provide additional compensation up to 2.5% and additional executive leave up to 5 days based on the individual's performance. The final candidate's qualifications and experience will determine the actual salary.

For more information on employee benefits, visit the City's [Human Resources Benefits website](#).



# Application & Selection Process

Interested and qualified candidates are encouraged to apply online by **Monday, May 12, 2025**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

## **CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

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*The City of San José is an Equal Opportunity Employer.*

