

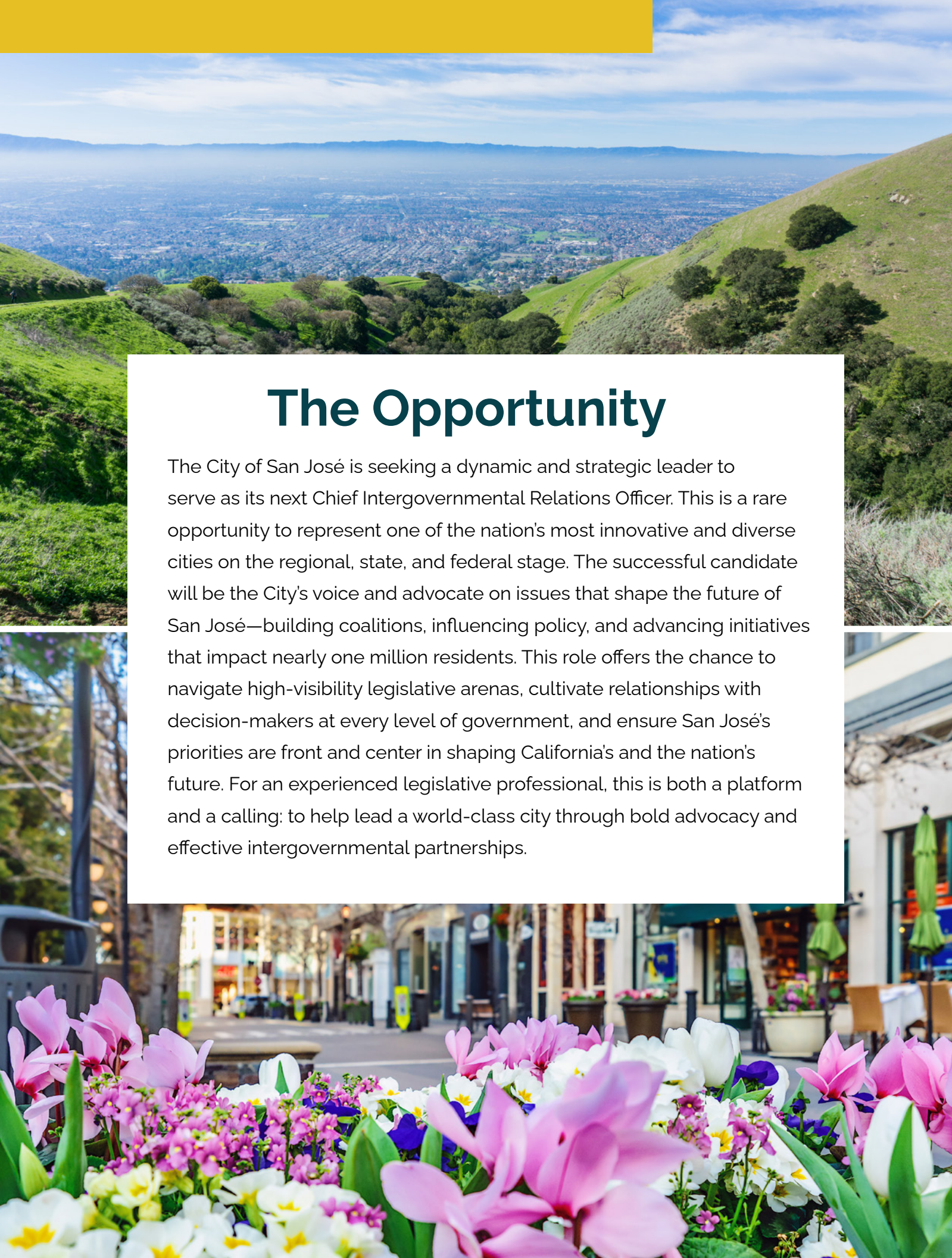


CHIEF INTERGOVERNMENTAL RELATIONS OFFICER

City of **San José, California**

Recruitment Services Provided By





The Opportunity

The City of San José is seeking a dynamic and strategic leader to serve as its next Chief Intergovernmental Relations Officer. This is a rare opportunity to represent one of the nation's most innovative and diverse cities on the regional, state, and federal stage. The successful candidate will be the City's voice and advocate on issues that shape the future of San José—building coalitions, influencing policy, and advancing initiatives that impact nearly one million residents. This role offers the chance to navigate high-visibility legislative arenas, cultivate relationships with decision-makers at every level of government, and ensure San José's priorities are front and center in shaping California's and the nation's future. For an experienced legislative professional, this is both a platform and a calling: to help lead a world-class city through bold advocacy and effective intergovernmental partnerships.

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.



The Office Of Administration, Policy, and Intergovernmental Relations (API)

The City Manager's [Office of Administration, Policy and Intergovernmental Relations](#) is responsible for administrative support, policy analysis, and intergovernmental affairs. Administrative duties include oversight, management, and planning of the City Manager's Office budget, contract development and management, fiscal and purchasing services, hiring and retention of staff in the City Manager's Office, management of administrative staff, strategic and operational support for city-wide initiatives, and coordination of multi-departmental Public Record Act (PRA) requests. Policy duties include City Council and Committee agenda services and tracking of referrals, oversight of the design of complex, interdepartmental or interjurisdictional policy and special initiatives, support of program evaluations, strategic planning efforts, and the strategic support for the City Council's and City Manager's focus areas. Intergovernmental Relations duties include tracking, monitoring and advocating for legislation at the federal, state, and local levels, and oversight of the state and federal lobbying contracts.



The Position

The City of San José seeks an experienced legislative professional to lead the City's Intergovernmental Relations (IGR) team within API. This position reports to the API Director and currently supervises two direct reports in addition to leading an interdepartmental legislative team, managing two lobbying firms (state and federal), and overseeing the lobbying contracts. IGR is responsible for managing the City's regional, state, and federal legislative priorities as defined by the City's Legislative Program that is approved by City Council on an annual basis. This includes initiating and influencing legislation at all levels, monitoring state and national legislation that affects the City, coordinating with legislative liaisons within City departments, engaging in regional coordination, and crafting and executing strategies with the City's state and federal legislative advocates.

The Chief Intergovernmental Relations Officer position, which is classified as a Deputy Director, communicates regularly with federal, state, and local elected officials, exchanging information to keep them informed on issues that have an impact on the City. The position provides the City's elected officials and Senior and Department staff with information about federal and state legislation, hearings, regulations, reports, studies, agencies, and stakeholders. The Chief Intergovernmental Relations Officer will work on a wide variety of issues with an opportunity to affect change by advocating for the City's legislative agenda and goals. This role requires leadership capacity to support the larger API office, as needed, with expertise to advise on and support the development of complex policy issues at the city level.

Key position responsibilities include, but are not limited to:

- Identify emerging issues, coordinate legislative proposal monitoring; ensure representation on issues is aligned with the City's overall strategic plan, vision, adopted legislative priorities and policies.
- Maintain awareness of legislative activities affecting City operations and the potential impact on City operations; track state and federal legislation; anticipate legislative issues and identify opportunities to develop and influence policy to best meet the needs of the City.
- Serve as a liaison; develop and enhance positive, effective relationships with other agencies and representatives.
- Coordinate, develop, and lead strategies on legislative and regional issues with City Council, regional stakeholders, lobbyists, and staff.
- Represent the City at regional forums; provide support to regional committees; and act as staff support for City Council members appointed to intergovernmental committees.
- Work closely with City departments and the Office of the Mayor on cross-departmental legislative and policy issues.
- Manage the state and federal contracted advocacy firms/resources, and work with statewide and federal coalitions.
- Manage and mentor staff within the IGR team and the larger API office.
- Represent the Director as assigned.
- May supervise support staff as assigned.
- Evening and weekend work is occasionally required.
- Travel to Sacramento occasionally required throughout the year; may need to travel to Washington, D.C. once a year.



The Ideal Candidate

The ideal candidate will have experience and demonstrated success in highly visible legislative affairs. They are confident, politically astute, and customer service-driven when leading large inter-department teams on legislative efforts.

They will be able to quickly learn the City of San José's processes, systems, and priorities with respect to state and federal legislative issues. The successful candidate will represent the City of San José at the state and federal levels and make the City's presence and positions known. This person will be a key team player. They will champion Justice, Equity, Diversity, and Inclusion (JEDI), inspire, and engage others as they bring about change. This person will have strategic agility, drive for results, demonstrate outstanding leadership skills, and enjoy collaborating with other City departments and elected officials of all political perspectives.

Candidates must have outstanding verbal and written communication skills with the ability to make direct and effective public presentations, experience analyzing complex legislation, and the ability to communicate potential impacts to the City decision makers. Candidates will travel to Sacramento as needed to represent the City before the legislature and be able to represent the API office as needed and help support, mentor, and problem solve with the larger API team.

Core Competencies: The ideal candidate will possess the following competencies and related skills, as demonstrated from past and current employment history:

- **Vision/Strategic Thinking:** Supports, promotes, and ensures alignment with the organization's vision and

values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action. Experience in the development and implementation of strategies to solve complex organization business and municipal problems.

- **Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction. Demonstrate a positive attitude and flexibility to change, and a high tolerance for ambiguity. Maintain steady leadership in challenging and fluid situations.
- **Management:** Strong project management experience. Proficiency in guiding data-informed and community-driven decision making. Strong administrative, budgeting, organizational, and planning skills. Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit. Detail-oriented and can balance strategic-level thinking with managing day-to-day tasks on multiple projects simultaneously.
- **Job Expertise:** Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.



The Ideal Candidate (cont.)

- **Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- **Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts. Strong meeting preparation and facilitation skills.
- **Teamwork & Interpersonal Skills:** Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.



Salary & Benefits

The annual salary range for this position is **\$161,513 to \$260,737** which includes an approximate five percent (5%) ongoing non-pensionable compensation. The final candidate's qualifications and experience will determine the actual salary.

The City provides an excellent array of benefits, including sick leave, holidays, vehicle allowance and a technology stipend. Additional details can be found in the [Executive Management and Professional Employees Benefit and Compensation Summary](#). For more information on employee benefits, visit the City's [Human Resources Benefits website](#).

Education & Experience

Education: A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a discipline related to the business performed by the department. A Master's degree is preferred and may substitute for one year of required experience.

Experience: Six years of management and/or administrative experience in government or private business/industry.



Application & Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to the job-specific questions. You must fill out the online application available on the City of San José website. As part of this process, you will be required to answer three supplemental questions. References to resumes will be considered incomplete and your application withheld from further consideration. Please limit your response to no more than two pages.

Those candidates with experience and training that best match the position will move forward to the next phase of the selection process, which will include interview(s) and reference checks. Candidates deemed to have the most relevant qualifications will be invited to panel interviews that are tentatively scheduled between September 26, 2025, and October 10, 2025.

This recruitment will close on **Friday, September 19, 2025**, 11:59 p.m. Pacific Time. To apply, please complete an application via the City of San José's website at:

APPLY HERE

Please contact Edwin Huertas, Senior Executive Analyst, at (408) 535-8100 or Edwin.Huertas@sanjoseca.gov if you have any questions.

The City of San José is an Equal Opportunity Employer.



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