



Assistant Director

Planning, Building and Code Enforcement Department

The City of San José

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role in anchoring the world’s leading innovation region. 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 <https://www.sjeconomy.com/why-san-jose>.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan embodies the City’s “more urban future,” proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas, and supports evolution toward a more urban landscape and lifestyle. The San José area 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 and global connections, as well as the essential role the City plays in connecting residents and businesses to the nation and the world and, in March 2026, San José announced that it has been recertified as a 4-star Certified Welcoming Community.



City Government

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten (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. Department heads are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.



The City's priorities are guided by five 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, Growing Our Economy, and Building More Housing.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 25 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League San José Sharks.

City operations are supported by 6,928 full-time equivalent positions and a total operating and capital budget of \$6.0 billion for the 2026-2027 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 website at www.sanjoseca.gov.

The Department

The City of San Jose's [Department of Planning, Building, and Code Enforcement](#) serves to ensure the orderly and safe development of private properties, compliance with all applicable building, zoning, and quality of life ordinances and regulations, and to promote healthy and safe community standards. This is accomplished by departmental staff in service to customers by:

- Assisting and guiding land use and development to promote long-term goals and objectives that render safe, beneficial, and more sustainable communities
- Providing orderly administration and compliance of building codes, as mandated by the various levels of government, to ensure the construction of buildings, homes, and structures meet intended life safety and structural requirements.
- Investigating and resolving citizen complaints of municipal code violations on private property in order to promote, maintain, and improve quality of life issues that better allow for safe and harmonious conditions in all neighborhoods



The Position

Under the administrative direction of the Director, the Assistant Director serves as the principal operational executive of the department and a member of its executive leadership team. The Deputy Directors for Planning, Building, and Code Enforcement continue to report directly to the Director on technical and policy matters; the Assistant Director oversees the department-wide operations and administrative functions that support all three divisions. Responsibilities include, but are not limited to, the following:

- **Executive leadership and strategic management.** Assists the Director in planning, organizing, directing, and administering the department; helps develop and implement departmental goals, priorities, and strategic initiatives; and advances citywide and departmental objectives in collaboration with department executive staff and senior leaders in other departments.
- **Department operations and administration.** Directs the department's holistic operations, including budget, human resources administration, performance outcomes, productivity, technology and shared resources, and department-wide initiatives. Serves as the department's chief facilitator for intra- and inter-departmental operations and ensures timely upward flow of information to the Director.
- **Budget and fiscal management.** Oversees and directs the development, administration, and monitoring of the department's \$80.2 million operating budget and related capital and resource planning, including multi-level fee structures, cost recovery models, and variable revenue sources. Aligns operational performance and staffing with budget and cost recovery targets and complies with administrative controls over funds, contracts, and procurements.
- **Human resources administration.** Oversees department-wide human resources functions, including recruitment and the department's recruitment tracker, performance management, employee relations matters in coordination with the Office of Employee Relations, scheduling and workflow, and departmental administrative policies such as telework. Makes decisions and recommendations regarding employment, retention, promotion, performance management, and other personnel actions.
- **Performance management, accountability, and reporting.** Owns department-wide performance reporting, including Customer Service Charter oversight and check-ins, tracking and implementation of audit recommendations, responses to City Council referrals and focus-area requests, and other executive and Council-facing reporting.
- **Technology and shared resources.** Owns the department's technology platform relationship, including system upgrades, vendor management, and administration, and ensures technology and shared resources align with the department's business needs and customer service goals.
- **Continuous improvement.** Leads efforts to improve productivity and service delivery, aligning operational performance with budget and cost recovery models and identifying emerging trends, innovations, and changes in public policy, technology, and industry practice that affect departmental operations.
- **Leadership and management development.** Provides executive leadership to foster a positive and inclusive department culture; leads department-wide leadership and management development; and coaches managers and staff to drive engagement, professional growth, high performance, and accountability.
- **Representation and stakeholder engagement.** Represents the department and the Director at interdepartmental meetings, public forums, and meetings with governmental agencies, community organizations, business representatives, and other stakeholders, and serves as the department's primary contact for operational matters.

To view the Class Specification, click [here](#).



The Ideal Candidate

The Department of Planning, Building and Code Enforcement (PBCE) is seeking an accomplished, operationally focused executive to serve as Assistant Director, the department's second-ranking executive and principal operational leader. Reporting to the Director of Planning, Building and Code Enforcement, the Assistant Director leads the department's holistic operations, including budget, human resources administration, performance outcomes and productivity, technology and shared resources, and department-wide initiatives. The position also requires working knowledge of, or familiarity with, land use planning, development services, and/or building and code enforcement functions, enabling them to effectively support and lead the department's diverse service areas

PBCE is a \$80.2 million, 307-position department whose work touches every neighborhood in the nation's tenth-largest city. Its budget is funded largely through multi-level fee structures, cost recovery models, and variable, development-driven revenue sources that must be strategically balanced across the organization. The ideal candidate will bring the fiscal discipline, systems thinking, and people leadership needed to keep a complex, fee-supported department operating at a high level.

The ideal candidate is a forward-thinking, proven leader who:

- **Leads operations as a chief facilitator.** Connects the department's divisions and administrative functions, coordinates with other City departments and the City Manager's Office, removes barriers, and ensures information flows clearly and promptly to the Director.
- **Brings strong fiscal acumen.** Has managed a large, complex public budget and understands how fees, cost recovery, and variable revenues interact with staffing, service levels, and performance. Is comfortable aligning operational decisions with budget and cost recovery models and holding the organization accountable to them.
- **Understands land use planning and development services.** Brings working knowledge of land use planning, development review, permitting, and the regulatory frameworks that guide growth and development, with the ability to understand operational issues and make informed decisions across these service areas.
- **Understands building and code enforcement functions.** Has experience or working knowledge of building services, inspections, permitting, code compliance, and enforcement, and understands the operational, customer service, and regulatory considerations involved in delivering these functions effectively.

- **Connects technical programs to department operations.** Can work credibly with planners, building professionals, code enforcement staff, and other technical experts; understands the interdependencies among these functions; and translates programmatic issues into sound operational, fiscal, and organizational decisions.
 - **Develops people and managers.** Champions department-wide leadership and management development; coaches managers to build engagement, professional growth, and accountability; and fosters a positive, inclusive culture grounded in public service values.
 - **Is fluent in public-sector human resources administration.** Has hands-on experience with recruitment and hiring, performance management, employee and labor relations, scheduling, workflow, and administrative policy (such as telework), and works effectively with the Office of Employee Relations and Human Resources.
 - **Owns performance and accountability.** Uses data to track and report department-wide results, including budget performance, recruitment progress, Customer Service Charter commitments, audit recommendation implementation, City Council referrals, and focus-area responses.
 - **Understands technology as a business enabler.** Has owned an enterprise technology platform relationship, including system upgrades, vendor management, and administration, and ensures technology investments align with business and customer needs.
 - **Drives continuous improvement.** Looks across programs and divisions to improve productivity, streamline processes, and align operational performance with fiscal and service goals.
 - **Exercises sound judgment and political acumen.** Understands how decisions affect stakeholders inside and outside the organization, operates within the City's delegation of authority, and can act on behalf of the Director with confidence and discretion when needed.
 - **Communicates with clarity and emotional intelligence.** Conveys complex operational and fiscal information clearly to executives, managers, staff, and external partners; listens well; and remains steady and approachable under pressure.
 - **Models integrity and collaboration.** Leads by example with high ethical standards, builds alliances across functions, and supports and advances the Director's and the City's vision and values.
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Education and Experience

- » Education: A bachelor's degree in public administration, business administration, or a related field (a master's degree is highly preferred).
- » Experience: Seven (7) years of progressively responsible professional experience in the department's functional area or closely related field, including five (5) years of experience with responsibility for supervising manager-level and other professional staff, managing programs and services, or operations within a complex public or private organization.



Compensation and Benefits

The Assistant Director salary range is currently **\$190,517.34 – \$307,769.02** which includes an approximate five percent (5%) ongoing non-pensionable compensation. Placement within this range will be dependent upon the qualifications and experience of the individual selected.

The salary is supplemented by an attractive benefits package that includes, but is not limited to:

- » **Retirement** – The City has its own competitive defined benefit retirement plan separate from and with full reciprocity with CalPERS.
- » **Health Insurance** – The City contributes 90% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.
- » **Dental Insurance** – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.
- » **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program, could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- » **Holidays** – The City observes 15 paid days annually.
- » **Deferred Compensation** – The City offers an optional 457(b) plan.
- » **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- » **Insurance** – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- » **Employee Assistance Program (EAP)** – The City provides a comprehensive range of services through its EAP.
- » **Executive Management Benefits** –
<https://www.sanjoseca.gov/home/showpublisheddocument/21323/639214529626530000>
- » **Health Benefits** –
<https://www.sanjoseca.gov/your-government/departments-offices/human-resources/benefits>

Application and Selection Procedure

To be considered for this exceptional career opportunity, submit your resume and cover letter by **October 26, 2026**.

Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please submit your application at:

<https://www.mosaicpublic.com/career/2661-assistant-director-planning-building-and-code-enforcement>

For further information contact: Bryan Noblett at Mosaic Public Partners, (916) 550-4100.

The City of San José is an equal opportunity employer.

