



Assistant Director

City Manager's Office of Economic Development and Cultural Affairs

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 Manager's Office of Economic Development and Cultural Affairs (OEDCA), part of the City Manager's Office, drives San José's vision of a vibrant, inclusive, and prosperous city. The department fosters economic vitality, cultural expression, and workforce opportunity through innovative programs and partnerships that strengthen the City's fiscal health and enhance quality of life.

OEDCA is comprised of three integrated divisions:

- » **Cultural Affairs: Arts, Sports & Entertainment** – Promotes a dynamic and creative city by supporting artists and cultural organizations, commissioning public art, producing community events, and managing City-owned convention and cultural facilities.
- » **Economic Growth & Business Development** – Fuels San José's economic success by supporting business retention, expansion, and attraction; advancing real estate and catalytic development; revitalizing Downtown and neighborhood corridors; and empowering small businesses.
- » **Workforce & Talent Development** – Builds an inclusive and resilient workforce by connecting residents to education, training, and career pathways, and partnering with employers to align hiring initiatives with regional industry needs.

In alignment with the City's Two-Year Economic Strategy Work Plan, OEDCA focuses on strategically aligning limited staffing and budgetary resources with initiatives that deliver the greatest impact on job creation and revenue growth.

OEDCA's mission is to **catalyze equitable job growth, investment, entrepreneurship, cultural vibrancy, and talent attraction and retention** across San José. The department focuses on five strategic priorities:

1. Retaining and growing jobs and revenue while promoting innovation in key sectors such as manufacturing and artificial intelligence.
2. Fostering small business resilience and thriving commercial districts.
3. Accelerating the growth of a vibrant Downtown.
4. Positioning San José as the South Bay's hub for sports, arts, and entertainment.
5. Preparing residents to thrive in the local economy through education, training, and career support.

Together, these efforts make OEDCA a vital force in shaping San José's economic strength, cultural vitality, and long-term prosperity.

To learn more about the department, click [here](#).



The Position

The Assistant Director serves as the Department's Chief Operating Officer (COO), providing strategic leadership, operational oversight, and organizational direction to advance San José's mission of driving economic vitality, cultural vibrancy, and equitable growth. Reporting directly to the Director, the Assistant Director plays a pivotal role in managing the Department's day-to-day operations, overseeing three divisions and the strategic support unit, which together encompass 58 positions and an annual budget of approximately \$64 million.

This position is responsible for translating the Director's strategic vision into actionable goals and measurable outcomes with direct accountability for implementing the Two-Year Economic Strategy Work Plan to ensure progress toward citywide economic development priorities. The Assistant Director will ensure operational excellence, optimize processes, and integrate emerging technologies—including automation and artificial intelligence—to enhance efficiency, service delivery, and community impact. While serving primarily as the Department's chief operating officer, the Assistant Director must possess a broad working knowledge of economic growth and business development, workforce and talent development, and cultural affairs, with the ability to understand how these areas intersect and contribute to San José's overall economic and community vitality. This substantive knowledge will enable the Assistant Director to effectively advise the Director, align operational priorities with programmatic goals, and support informed decision-making across the Department's diverse portfolio.

The successful candidate will be an innovative and forward-thinking leader, capable of navigating complex organizational challenges and fostering collaboration across teams, departments, and external partners. As a trusted advisor to the Director and a key member of the executive team, the Assistant Director will lead efforts to build a high-performing, inclusive workforce and maintain a culture grounded in accountability, transparency, and innovation.

This role offers an exceptional opportunity for a dynamic and results-oriented professional to make a lasting impact in one of the nation's most diverse and forward-looking cities. The Assistant Director will help shape San José's economic future—strengthening local business growth, expanding workforce opportunities, and enriching the city's cultural landscape.

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

The Ideal Candidate

The ideal candidate is a strategic, innovative, and forward-thinking leader with exceptional operational and organizational management skills. As a trusted advisor and collaborative partner, this individual combines creativity, sound judgment, and decisive leadership to deliver high-impact results in a fast-paced, complex environment.

The successful candidate will be a strong communicator and relationship builder, skilled at leading and mentoring high-performing teams, fostering accountability, and promoting a culture of collaboration, professionalism, and continuous improvement. They will be a hands-on problem solver and systems thinker, capable of refining processes, coordinating department-wide deliverables, and helping staff move from reactive to strategic execution. The ideal candidate will also bring a broad working knowledge of economic growth and business development, workforce and talent development, and cultural affairs, enabling them to understand the Department's diverse portfolio, connect related priorities, and provide informed strategic and operational leadership.

With a keen eye for efficiency and innovation, the ideal candidate will embrace technology—including automation, analytics, and emerging tools such as AI-driven solutions and copilots—to enhance operations, strengthen internal communication, and improve service delivery.

This leader will demonstrate high emotional intelligence, adaptability, and integrity, effectively engaging with the City Manager's Office, Mayor, City Council, and community stakeholders. As a representative of the Director, the Assistant Director will confidently handle complex matters, streamline operations, guide budget and contract administration, and contribute to shaping citywide strategic initiatives.

The ideal candidate is a visionary operational leader—a collaborative, tech-savvy, and organized professional dedicated to advancing San José's mission of innovation, efficiency, and service excellence.





Education and Experience

- » Education: A bachelor's degree from an accredited college or university in public administration, business administration, economics, real estate, 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/2660-assistant-director-of-the-office-of-economic-development-and-cultural-affairs>

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

The City of San José is an equal opportunity employer.

