



ASSISTANT DIRECTOR

OF HOUSING

City of San José, California

Recruitment Services Provided By



The Opportunity

Few issues are more consequential to San José's future than housing affordability, housing production, and homelessness. As Assistant Director, you will help advance some of the City's highest priorities while providing the leadership needed to support a complex and highly visible department. Working alongside the Housing Director and executive team, this role offers an exceptional opportunity to strengthen the systems, people, and partnerships behind San José's ambitious housing agenda.

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 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?](#)

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive roadmap to guide the City's anticipated growth through 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.





The 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 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 24 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 Housing Department

The City of San Jose's Housing Department's mission is to strengthen and to revitalize the community through housing and neighborhood investments. The Housing Department has a budget of \$284 million and 129 positions, funded over 21,000 affordable units and incentive over 3,000 market-rate units, oversees the Rent Stabilization Program providing administrative oversight to over 96,000 units, and is implementing innovative programs to achieve housing abundance, while striving to bring unsheltered homelessness in San Jose to functional zero through the implementation of an expansive shelter system comprising of over 2,000 units owned and operated by the City of San Jose, and achieving throughput to permanent housing.

The Housing Director reports to and serves as a key advisor to the City Manager. The Housing Director stewards the Housing Element of the Envision San Jose 2040 General Plan; leads housing production under the City Council Focus Areas for Building More Housing and Reducing Unsheltered Homelessness.

 **284M**
Operating Budget

 **129**
Positions





The Position

The Assistant Director reports to the Director of Housing, and works closely with him, the two Deputy Directors, the Housing Department's Leadership Team, and the City's management team in implementing the City Council Focus Areas and the Housing Department's Roadmap which provides priorities for the City and the Housing Department. The Assistant Director will initially have five direct reports (including the two Deputy Directors) and will directly oversee the Administrative Office, including Finance, Budget and Human Resources and the Grants Division.

The Assistant Director is responsible for the overall administration and operations of the Housing Department, including the budget, Human Resources, Technology, Emergency Response, and Communications, and ensures that systems, processes, and communications flow smoothly across the Department. With so much recent growth, a priority for the Assistant Director is to ensure workflows are efficient, and staff is well informed of Department priorities, trained, and supported.

The Assistant Director will be an energetic, self-directed, forward-thinking implementer and leader who has a keen eye for details, is very organized, an excellent writer, and understands or is curious about regulations. The Assistant Director has a high legal, ethical and moral compass, and one who thrives in a fast-paced, often-changing, very busy environment and supports the implementation of policy and programs. The Assistant Director is responsible for the day-to-day administration of the following areas:

The Position (Continued)

The Assistant Director is responsible for the day-to-day administration of these areas:

Administration

- With the Administrative Officer and Leadership Team, direct and participate in the preparation, implementation, and monitoring of the operating budget; review processes for assuring that progress is being made toward approved goals.
- Ensure the Housing Department workflows, administrative policies and procedures are current; all employees are familiar with and trained in the City's policies as well as those of the Housing Department; ensure new employees have the tools they need to effectively do their jobs and understand programs they will be implementing; ensure Deputy Directors and Division Managers understand their role in onboarding; ensure the Department is welcoming to everyone.
- With the Director, implement performance reviews; encourage professional development; foster an environment that motivates and recognizes staff.
- Understand the Race, Equity and Inclusion work plan; advance mission by using racial equity tools to address racial disparities in services to the public and workforce; monitor the progress toward meeting both external and internal goals.
- Develop and oversee annual work plans, programs, and projects as directed and aligned to, the City Council priorities and Focus Areas.
- Ensure that program implementation is consistent with the funding sources, and that spending deadlines are met.

- Oversee the creation and distribution of work, support systems, internal reporting, and processes to create better accountability and quality of work.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, identify opportunities for improvement, and direct the implementation of change; track service delivery quality and timeliness.

Communications and External Relations

- Serve as a representative of the Housing Department at meetings, conferences, and other public functions; support the Director in City Council relations.
- Engage collaboratively with community leaders, non-profit leaders in the administration of the City's Shelter System.
- Coordinate the execution of shared activities with the County of Santa Clara.
- Contribute to the overall quality of the Department's memorandums, reports, and website.

Emergency Management

- Represent the Housing Department on the Emergency Management Team that is responsible for developing policies and plans in response to an emergency or disaster.
- Ensure that the Disaster Housing Plan is completed and updated as needed.





The Ideal Candidate

The Housing Department seeks an accomplished and self-directed leader to manage the day-to-day activities of a fast-paced environment, ensure workflow and staff are directed and supported, and communications flows smoothly across the department while promoting a productive, accountable, welcoming, and engaging culture.

Candidates will be highly effective communicators, trusted partners, implementers across divisions, and approachable leaders. They will demonstrate confidence, be empathetic, people-centered and results-oriented. They will be politically astute, creative, and a problem solver. They should work well in a fast paced and fluid environment and are comfortable operating in ambiguity. They should possess senior management experience with a successful record of achievement in leading change, assessing organizational cultures and being an active contributor to a highly skilled executive team. They will further develop an environment that creates a sense of belonging, breeds trust, and a culture of positive movement forward. They should be articulate, persuasive, and passionate about the Department's mission.

They will be able to quickly learn the City of San Jose's processes, systems, and priorities, and become known as a team player. They will champion justice, equity, diversity, and inclusion. They will demonstrate appreciation of the value of input from a range of voices and the ability to ensure that all people feel respected and heard. This person will have strategic agility, drive for results, and demonstrate outstanding leadership skills. There should be a leader who promotes a cooperative work environment by allowing

others opportunities to train on new skills, ask for help when needed, and learn from mistakes.

Candidates have experience and/or the ability to build and maintain strong working relationships with staff, the elected officials, community members most impacted by housing instability and homelessness, neighborhood groups, community-based organizations, grantee partners, affordable housing funders and developers, and other partners. They will possess outstanding verbal and written communication skills with the ability to make effective presentations to diverse audiences in multiple languages with the assistance of interpreters. They should have demonstrated experience building cohesive and successful partnerships with ethnically diverse groups.

While the role carries significant operational and administrative responsibility, a candidate with demonstrated experience in housing and community development systems is desirable. This includes familiarity with affordable housing finance, homelessness response systems, federal and state housing programs (e.g., HUD, HOME, CDBG), and the regulatory and funding environments that shape local housing delivery. Experience working with developers, service providers, regional partners, and community stakeholders, particularly those most impacted by housing instability, is highly valued. This experience will enable the Assistant Director to effectively support the Director and Deputies in advancing the City's housing production, preservation, and homelessness response goals.

Education & Experience

The following are the minimum qualifications for the Assistant Director:

- Education:** A bachelor's degree from an accredited college or university in business administration, public administration, or a discipline related to the department's operations. A master's degree is preferred.
- Experience:** Seven years of progressively responsible professional experience in the department's functional area or a closely related field including five years of experience supervising managers and other professional staff, managing programs, services, or operations within a complex public or private organization.





Salary & Benefits

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

- **Retirement** – Competitive defined benefit retirement plan 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.

For additional benefit information, interested candidates are encouraged to visit one of the following sites [Executive Management Benefits](#) or [Health Benefits](#).

Application & Selection Process

Apply immediately, as initial review of candidate materials is tentatively scheduled for **Monday, October 26, 2026**. To be considered for this exceptional career opportunity, submit your resume and cover letter at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

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