

Chief Operating Officer

The San Jose Redevelopment Agency (SJRA) is a public, government organization created in 1956 by the City to improve the quality of life for all who live, work, and play in San Jose by creating jobs, developing affordable housing, strengthening neighborhoods, and building public facilities. The SJRA is looking for a Chief Operating Officer.

The Chief Operating Officer (COO) will be responsible for representing the Executive Director in coordinating the work of Agency Divisions, overseeing day-to-day operations, managing internal functions, conducting special studies and projects, and completing policy analysis and recommendations. As a senior advisor to the Executive Director in major real estate transactions and in the development and implementation of the organization's economic development policies and strategies, the COO will provide guidance to Executive Management staff in the development of policies, plans, objectives and priorities to ensure the implementation of redevelopment programs for the Agency. The COO will work with outside agencies and policy makers to secure support for programs and create partnerships with the community. He/she will also oversee the development and implementation of management and internal functions, which support the Agency's goals, objectives and work programs, maintaining resource needs and contingencies to support the Agency's projects. This position is non-civil service and exempt.

Governed by the San Jose City Council, which serves as the Redevelopment Agency Board, the SJRA partners with business and the community to revitalize the economy in San Jose. The SJRA is one of the largest tax increment-producing redevelopment agency in California and is active in 21 Project Areas throughout San Jose. SJRA Project Areas represent approximately 16% of the City's area and provide approximately one-third of San Jose jobs. Through a balanced series of investments and initiatives, the SJRA facilitates and oversees comprehensive programs for development to revitalize the City's Downtown, neighborhoods, and industrial areas.

Education: Bachelor's Degree from an accredited college or university in planning, architecture, urban design, public or business administration or related field. MBA preferred.

Experience and Qualifications: Ten (10) years of experience in a responsible administrative capacity involving planning, organizing and executing varied redevelopment or development programs. We are looking for someone with:

- Substantial management experience and excellent capacity to manage and lead people;
- Knowledge of the principles, practices and problems of redevelopment law and redevelopment theories, projects, and activities, especially concerning the implementation of projects in San Jose;
- Knowledge of the general principles, practices and problems of public administration and of the basic administrative processes, i.e., municipal financing, budget preparation and control, planning, organization, communications and coordination;
- Ability to plan, develop, and implement various programs;
- Ability to develop and influence individuals and groups (internally and externally) to achieve proposed redevelopment goals, especially executive management personnel; and
- Ability to prepare clear, concise reports and to present them effectively both orally and in writing.

Salary Range: Salary commensurate with experience. The Agency provides a competitive salary and an excellent benefits package.

Application and Selection Process:

To be considered for this career opportunity, submit a cover letter with current salary, resume which lists relevant experience and dates of employment and three work-related references by **Friday, July 30, 2010** to:

Human Resources
Redevelopment Agency of the City of San Jose
200 East Santa Clara Street, 14th Floor
San José, CA 95113

- OR -

Email: rajobs@sanjoseca.gov

Website: www.sjredevelopment.org

Following the filing date, resumes will be screened in relation to the criteria outlined in this announcement. A final interview process designed and administered by the Agency will be scheduled for selected candidates.