

Interim Executive Director

Cities Association of Santa Clara County Joint Powers Authority (CASCC JPA)

Position Overview

The Cities Association of Santa Clara County Joint Powers Authority (CASCC JPA) seeks proposals/applications from qualified professionals to serve as its Interim Executive Director under an independent contractor agreement. The Interim Executive Director will not be an employee of the CASCC.

The Executive Director serves as the principal administrative and strategic advisor to the Board of Directors and Executive Committee and is responsible for providing executive leadership, governance support, legislative analysis, financial administration, member services, and stakeholder engagement on behalf of the Association.

The Interim Executive Director will report to the Board of Directors and works closely with the President and Executive Committee to advance the goals and priorities of the Association. The CASCC plans to hire a permanent Executive Director in approximately six months. The Interim Executive Director may be eligible to pursue the permanent Executive Director position.

Note that the CASCC does not contract with CalPERS and that the Interim Executive Director will not receive any CalPERS benefits.

Contract Type: Independent Contractor (Part-Time)

Term of Agreement: Approximately six months, subject to the Association's needs (with the potential that this could be made permanent in the future)

Anticipated Start Date: August 2026

Compensation: Negotiable, depending upon experience (up to \$130 k/year)

Estimated Level of Effort: Approximately 20–30 hours per week

Actual hours may fluctuate throughout the year based on organizational and Board priorities, legislative activity, special projects, and event schedules.

Meeting Attendance Requirements: The Executive Director is expected to attend all regular monthly Board of Directors meetings including the LAC meetings, monthly Executive Committee meetings, membership meetings, and other meetings or special events as directed by the President, the Executive Committee or the Board.

Many meetings occur during evening hours and require flexibility in scheduling.

About the Cities Association of Santa Clara County

The Cities Association of Santa Clara County (CASCC) is a Joint Powers Authority (JPA) representing all 15 cities within Santa Clara County. Founded in 1990, CASCC serves as a forum for elected officials and city leaders to collaborate on regional issues that cross jurisdictional boundaries and affect residents throughout the county. In 2024, the organization formally transitioned to a Joint Powers Authority structure to strengthen its governance and support its ongoing regional mission.

CASCC promotes cooperation among member cities, facilitates discussion and coordination on matters of regional significance, and works to develop a unified voice on issues affecting Santa Clara County communities. Through collaboration, advocacy, and information sharing, the Association helps member cities address complex challenges and advance opportunities that improve quality of life for residents throughout the region.

CASCC is governed by a Board of Directors composed of representatives from each of Santa Clara County's 15 member cities. Each city has an equal voice and vote in organizational decisions. The Board establishes policy, sets strategic priorities, and provides oversight for the organization. Day-to-day operations are managed by a part-time Executive Director, who works closely with the Board, Executive Committee, member city representatives, regional partners, and other stakeholders to advance the Association's mission and objectives.

Scope of Services

The Interim Executive Director shall provide professional management and administrative services to support the activities and objectives of the CASCC. Subject to direction from the Board, the Interim Executive Director's services may include the following:

A. Governance and Board Support

- Attend and clerk all monthly meetings of the Board of Directors.
- Attend and clerk all Executive Committee meetings (typically monthly), Legislative Action Committee meetings, as well as any other ad hoc committee meetings.
- Prepare meeting agendas, agenda packets, minutes, and supporting materials.
- Track Board and Executive Committee actions and follow-up items.
- Advise Board leadership regarding governance and organizational matters.
- Support compliance with applicable public meeting and records requirements.
- Serve as the filing officer or administrative coordinator for Board member Statement of Economic Interests (Form 700) filings, including notification, collection, tracking, and record maintenance responsibilities as required by the Association's Conflict of Interest Code.

B. Meetings and Events

- In coordination with the President, plan and manage membership meetings and events, including a summer May/June and a December winter event.
- Coordinate workshops, conferences, and special meetings.
- Manage event logistics and communications.

C. Executive Management and Administration

- Implement Board policies, priorities, and strategic initiatives.
- Manage the day-to-day operations of the CASC.
- Coordinate organizational activities and special projects.
- Maintain official records and administrative files.
- Perform additional duties as directed by the President, Executive Committee, or Board of Directors.
- Respond to time-sensitive organizational matters and legislative issues.
- Select and manage the activities of all consultants and independent contractors to the Agency.

D. Member Services and Stakeholder Relations

- Serve as the primary point of contact for member cities and Board members.
- Respond to member inquiries and requests.
- Maintain productive relationships with elected officials, city managers, and partner organizations.
- Support engagement of associate members and regional partners.
- Leading fundraising strategy and building relationships with potential sponsors.
- Assist Local Agencies in the preparation and filing of applications for participation in the financing programs of the Agency.

E. Legislative and Public Policy Services

- Coordinate with the Legislative Action Committee Chair on the monitoring and analysis of legislation and regulations affecting member cities.
- Support advocacy efforts as directed by the Board.
- Support and post position letters on legislation in a timely manner as approved by the Board, in close coordination with the Legislative Action Committee Chair and the Board President.

F. Financial Management and Administration

- Prepare the annual operating budget.
- Prepare monthly financial reports.
- Ensure timely payment of organizational obligations.
- Maintain accurate financial records.
- Coordinate annual audits and financial reviews, if applicable.
- Oversee insurance program for Cities Association, including annual renewal.
- Oversee bank and investment accounts.

G. Communications and Correspondence

- Prepare official correspondence on behalf of the CASC.
- Develop and distribute organizational communications.
- Support communications with member agencies and stakeholders.
- Prepare reports, presentations, and informational materials.

H. Intergovernmental and Regional Relations

- Represent the CASC JPA at meetings, conferences, and public events, as directed by the President, Executive Committee, or Board of Directors.
- Serve as primary spokesperson for the CASC at the Santa Clara County City Managers Association monthly meetings.
- Foster collaborative relationships with regional agencies and stakeholders.

Core Competencies

The successful candidate will demonstrate proficiency in the following competencies:

Leadership

Provides strategic direction and fosters collaboration among member cities, elected officials, and regional partners. Builds consensus and advances the mission of the Association through effective leadership.

Executive Management

Demonstrates strong organizational leadership, operational effectiveness, and accountability. Successfully manages multiple priorities while ensuring implementation of Board goals and objectives.

Member Services

Maintains a member-focused approach and delivers responsive, high-quality service to member agencies and stakeholders.

Financial Management

Demonstrates sound fiscal stewardship through budgeting, financial planning, reporting, and resource management.

Effective Communication

Communicates clearly and professionally through written materials, presentations, meetings, and stakeholder engagement.

Minimum Qualifications

The ideal candidate will possess:

- 10 years of progressively responsible experience in local government, association management, public policy, governmental affairs, or a related field.
- Experience working with elected officials, boards, commissions, and public agencies.
- Knowledge of California local government operations and the Brown Act.
- Experience in legislative affairs, policy development, or intergovernmental relations.
- Experience managing budgets and organizational finances.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently while effectively supporting a governing board.

Preferred Qualifications

- Bachelor's degree in Public Administration, Political Science, Business Administration, Public Policy, or a related field.
- Experience serving as an executive director, city manager, assistant city manager, or governmental affairs professional.
- Experience working with joint powers authorities, councils of governments, or membership organizations.
- Experience in strategic planning.
- Experience in managing staff. The permanent Executive Director will have authority to hire and supervise a part-time administrative assistant.

Application Requirements

Interested candidates shall submit:

1. Cover Letter
2. Resume or Curriculum Vitae
3. Two Professional References

Applications must be submitted to:

Contact: CASCC President, Tina Walia

Email: twalia@saratoga.ca.us

Deadline: July 10, 2026; 5:00 pm

Selection Process

The selection process is anticipated to include:

- Application review
- Interviews
- Contract negotiations and final selection

Anticipated Schedule

Application Deadline: July 10, 2026, 5:00 pm (CASCC may extend this deadline at its discretion)

Interviews: Week of July 13, 2026

Anticipated Start Date: August 2026