

# Norman Y. Mineta San José International Airport

**The City of San José's  
Aviation Department  
Invites Applications  
for Deputy Director of  
Finance & Administration**

NORMAN Y. MINETA  
**SAN JOSE**  
INTERNATIONAL  
AIRPORT



SILICON VALLEY'S AIRPORT

*Executive Search Services Provided by ADK Executive Search*



## THE AIRPORT

Mineta San José International Airport (SJC) is managed by the City of San José's Aviation Department as an enterprise operation, which receives no General Fund support from the City. The Airport has a seven-member Advisory Board appointed by the Mayor and City Council.

Originally established in 1945, SJC has grown over the years, correspondingly with the growth of the Santa Clara Valley and its burgeoning high technology orientation. Continuous expansion projects were the order of the day in the 60's, 70's and 80's. In 1984, the Airport was renamed San José International Airport and began to take on the role of being a focal point for international cargo shipping and commerce.

Major terminal and runway expansion projects took place in the early 90's, and in 2005 the San Jose City Council approved plans to bring SJC into the 21st Century to reflect the innovation and technology of Silicon Valley. In 2010, upon completion of a \$1.3 billion comprehensive modernization effort, SJC opened a cutting-edge new airport featuring the latest, locally developed technology that provides flexible support for airlines and passengers. SJC has the most sophisticated, state-of-the-art baggage security screening system in the world, and the consolidated rental car center is the nation's first to offer elevated, indoor fueling stations for fast, efficient operations for rental car companies.

SJC is the nation's 48th busiest facility, in terms of passengers, with over 8 million people using its services annually. SJC is served by 11 domestic and international airlines, three cargo airlines, and has

two main terminals comprising approximately 940,000 square feet and 28 commercial gates. The Aviation Department has 184 full-time employees, plus receives support from other City Departments (Police, Fire, Public Works and Information Technology). The Airport's annual operating budget for Fiscal Year 2013-14 is approximately \$144 million. SJC's annual capital program budget for Fiscal Year 2013-14 is \$167 million with a 5-year (2014-18) Capital Improvement Program budgeted at \$281 million. In addition, SJC served 4,234,753 enplanements and handled 120,575 aircraft operations in Fiscal Year 2012-13.

Significant projects currently underway include major upgrades to a 29-acre parcel on the Airport's West Side, as well as, Taxiway W improvements and preparing facilities for flexibility and readiness for new opportunities.



## THE COMMUNITY

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With nearly one million residents, San José is the third largest city in California, and the 10th largest city in the country. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San Jose is Northern California’s largest city and one of the most diverse large cities in the United States.

San José’s quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. The City is readily accessible to the beaches along the California coast including Santa Cruz, Monterey, and Carmel, Yosemite and Lake Tahoe in the Sierra Nevadas, Napa Valley, and the rich cultural life of the entire region. Those living and working in San Jose have access to the City’s many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. San José has received accolades for its living and working climate from publications including Business Week and Money magazines as well as other national media. The downtown area is home to high-rise residential projects, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony,

live theater, nightclubs, and restaurants; inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children’s Discovery Museum.

Fifteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near the city include San José State University, Santa Clara University, Stanford University and three University of California campuses.

Although it was once an agrarian community, San José’s transformation into a technology center has led to the City housing the largest concentration of technology expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a Bachelor’s degree or higher, compared with 25 percent nationally. San José does not have an ethnic majority; residents include speakers of more than 50 different languages. The City is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.



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## CITY GOVERNMENT

The City of San José is a full service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by District on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. Department heads, including the Finance Director, are appointed by the City Manager with confirmation by the City Council. San José also actively engages citizens through Council appointed Boards and Commissions.

In addition to providing a full range of municipal services, San José operates a parking program, a municipal water system, a wastewater treatment facility, the Mineta San José International Airport and three municipal golf courses. The City also oversees convention, cultural event and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the HP Pavilion San José –home of the National Hockey League's San Jose Sharks.

City operations are supported by 5,495 positions and a total budget of \$2.8 billion for the current 2012-2013 fiscal year. Maintaining the highest fiscal integrity, the City of San José has addressed significant budget shortfalls over the past decade while continuing priority services to the community to the extent possible.

### Important Links

[Mineta San José International Airport \(SJC\)](#)

[Team San José](#)

[County of Santa Clara](#)



## THE POSITION

### Deputy Director of Finance & Administration

The Deputy Director of Finance & Administration serves as the top financial executive of the Airport and is responsible for the financial health of the organization. The position reports to the Director of Aviation/Assistant Director of Aviation and advises the Director in planning, directing and high level decision making for SJC.

The position plans, organizes and directs the financial, business and property management functions of SJC. Functional areas of responsibility include operating and capital budgeting, accounting, rate setting, financial reporting, debt management, billing, collections, cash management, grant/PFC/CFC administration, payroll, purchasing, accounts payable, risk management, internal controls, tenant audits, statistical and financial analysis, revenue management, fixed assets, long-range forecasting and strategic planning, concession development and management, contract/lease administration, contract/labor compliance, property utilization, contract negotiations, tenant relations, and automated financial systems.

In addition to the functional areas of responsibilities, the position ensures the Airport is in compliance with applicable governmental regulations as it relates to airport finance, and applicable bond covenant requirements. The position reviews and implements policies and procedures to ensure the integrity of all revenues and expenditures, and to maintain and/or improve the efficiency and completeness of the Airport's finance and business operations.

The selected candidate will be a talented senior manager with a strong financial and administrative background. The individual must have a thorough knowledge of principles, practices and procedures of accounting and business administration as it applies to an airport environment. Thorough knowledge of enterprise accounting including budgeting, rate setting, cost accounting, financial planning and management is also required. The candidate must demonstrate exceptional leadership and management skills, excellent communication and team building skills coupled with the ability to work effectively and collaboratively with other Airport divisions, tenants, governmental agencies, and other City departments. The individual must possess the highest level of integrity and must be committed to quality, efficiency and accountability.



## THE IDEAL CANDIDATE

The ideal candidate is an accomplished, results-driven executive who has exceptional leadership, communication and interpersonal skills. Candidate should have experience with some elements of the department's service portfolio described above, and the ability and willingness to learn the other elements. Candidates should have a proven track record of building strong, collaborative relationships with stakeholders of all kinds, including residents, businesses, elected officials, and other professional staff. Candidates should also be comfortable working in a fast paced environment and have the capacity to drive forward with high priority initiatives while managing daily workload.

**Education and Experience** - The successful candidate will possess a broad based knowledge of finance and at least six (6) years increasingly responsible experience in a supervisory capacity. A minimum of ten (10) years of progressively responsible experience in finance, accounting and business administration is preferred. A Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Finance or Accounting is required. A Master's Degree in Public Administration or Business Administration, Certified Public Accountant (CPA), or Certified Government Financial Manager (CGFM) are desirable. Experience managing a work unit equivalent to a major division within an operating department and a minimum of 6 years of experience in airport finance are required. AAAE/ACI accreditations are a plus.

### Personal Characteristics and Management Style:

- Confident decision maker with a track record of producing results
- Effective and empathic communicator skilled at building relationships
- Collaborative partner with stakeholders inside and outside the City organization
- Proven leader in empowering employees and supporting their development and recognition
- Experienced manager who appreciates and welcomes San José's rich multicultural, diverse environment

## SALARY & BENEFITS

The salary for this position is \$99,205 to \$154,532 and will be dependent upon the qualifications and experience of the selected candidate.

In addition, the City of San José provides excellent benefits which include:

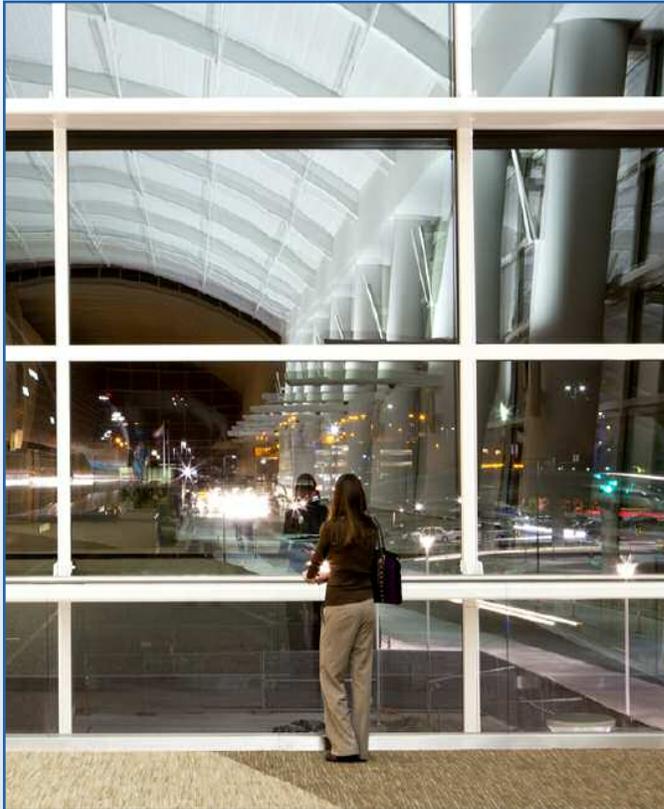
- Retirement Plan – The City has its own retirement plan. More information is available regarding the plan.
- Health Plan – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.
- Dental Plan – The City contributes 100% of the premium of the lowest cost plan for dental coverage.
- Personal Time Off – Vacation is accrued at the rate of three weeks per year. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- Holidays – The City observes 14 paid holidays annually.
- Deferred Compensation – The City offers an optional 457 plan.
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

*For information related to this position including the City's retirement plan and health benefits please visit the following websites:*

[Retirement](#)

[Health Benefits](#)

[Executive Management and Professional Employees & Compensation Summary](#)



## APPLICATION & SELECTION PROCESS HOW TO APPLY

A. Please submit, in PDF format, a cover letter, resume and at least five professional references with phone and email address, including your working relationship to them, to ADK Executive Search at: [sjcfinance@adkexecutivesearch.com](mailto:sjcfinance@adkexecutivesearch.com)

B. Your submission (in PDF format) should also include responses to the following:

1. What is the size of airports/facilities and communities you have served including the operating budgets, capital improvement budgets, and staff you have managed? Relate your experience to that of SJC.
2. What are the key elements of a successful team-oriented management style? Give examples of your experience in implementing and maintaining a collaborative, team-oriented leadership culture.
3. Why are you the right person for this position?

C. Please complete the online ADK employment application form at: [ADK Application Form](#) (this is a secure link).

 Filing Deadline: Wednesday, November 27, 2013.

Only complete electronic submissions will be considered.  
The City of San José is an equal opportunity employer.

Email Questions to: [sjcfinance@adkexecutivesearch.com](mailto:sjcfinance@adkexecutivesearch.com) to the attention of Annell Kuelzman.

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**PHOTOS & INFORMATION COURTESY OF:**  
Mineta San José International Airport (SJC)  
which is managed by the City of San José's Aviation Department