

City of San José Director of Aviation



**The City of San José
Invites Applications
for Director of Aviation**

NORMAN Y. MINETA
SAN JOSE
INTERNATIONAL
AIRPORT



SILICON VALLEY'S AIRPORT

**Norman Y. Mineta San José
International Airport**

Executive Search Services Provided by ADK Executive Search



THE COMMUNITY

Known as the “Capital of 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 180 square miles at the southern tip of the San Francisco Bay Area, San José is Northern California’s largest city and one of the most diverse in the United States.

San José’s quality of life is unsurpassed. Located roughly 50 miles south of San Francisco, San José features an average of 300 days of sunshine a year. Those living and working in San José have access to the region’s many attractions, cultural and performing arts, and recreational opportunities.

San José has received accolades for its living and working climate from publications such as Business Week, Forbes, and Money, as well as other national media. Downtown San José is home to high-rise residential living, renovated historic theaters, and a wide range of cultural attractions. Nightlife includes ballet, opera, symphony, live theater, nightclubs, and restaurants representing cuisine from around the world. Inquiring minds are enriched at the Tech Museum of Innovation, San José Museum of Art, and Children’s Discovery Museum.

Nineteen 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.

Nearby universities include San José State University, Santa Clara University, Stanford University and three University of California campuses.

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. City residents speak more than 50 different languages with cultural, business, and family ties to the entire globe. 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.



CITY GOVERNMENT

The City of San José is a full-service charter city that 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 of San José is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. Department heads are appointed by the City Manager with confirmation by the City Council. San José actively engages its citizens through Council appointed boards and commissions and a strong commitment to transparent government.

Along with Mineta San José International Airport, the City of San José also operates a municipal water system, regional wastewater treatment facility, zoo, 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.

The City of San José has a total workforce of 5,495 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 successfully managed significant budget challenges in recent years while continuing to provide quality public services through prudent financial management.





THE AIRPORT

SJC AIRPORT MISSION: To meet the air transportation needs of Silicon Valley residents and businesses in a safe, efficient and cost effective manner.

Mineta San José International Airport (SJC) is managed by the City of San José's Aviation Department as a self-supporting enterprise that receives no General Fund support. The City Council serves as the Airport's policy board, and a seven-member airport commission appointed by the Mayor and City Council also provides advice to staff and Council. The Director of Aviation reports to the City Manager.

Originally established in 1945, SJC has grown over the years, corresponding with the growth of the Santa Clara Valley and the emergence of Silicon Valley. In 1984, the Airport was renamed San José International Airport and became a focal point for international cargo shipping and commerce.

Major terminal and runway expansion projects took place in the early 1990s, and in 2005 San José launched a comprehensive modernization project to bring SJC into the 21st Century. Upon completion of its \$1.3 billion terminal improvement effort, SJC opened the cutting-edge new airport in 2010 that features the innovative application of Silicon Valley technologies for greater

efficiency and comfort for passengers and airlines. SJC has the most sophisticated, state-of-the-art baggage security screening system in the world, and its consolidated rental car center is the nation's first to offer elevated, indoor fueling stations providing fast, efficient operations for rental car companies.

SJC is the nation's 44th busiest commercial airport, in terms of passenger traffic, with more than 8.3 million people using its services annually. SJC is served by 13 domestic and international airlines and two cargo airlines, and has over 250 commercial departures and arrivals daily. SJC has two 11,000-foot runways that can serve most international destinations along with two main terminals comprising approximately 940,000 square feet and 28 commercial shared-use gates. The Aviation Department has 187 full-time employees, and it receives support from other City departments and contracted services. The Airport's proposed annual operating budget for Fiscal Year 2013-14 is approximately \$157 million. SJC's proposed annual capital program budget for Fiscal Year 2013-14 is \$54 million with a five-year (2013-18) proposed capital budget of \$229 million.

Significant projects currently underway include the development of an \$82 million full-service, world-class fixed base operation on 29 acres through a contract with Signature Flight Support; the final phase of the \$80 million construction of Taxiway W to support larger corporate jet aircraft and improve airfield efficiency; and opportunities to redevelop or renovate airport facilities for flexibility or new uses.



THE IDEAL CANDIDATE

We are seeking an innovative, forward-thinking Director of Aviation who will be a champion for the future, capable of dealing with substantial change, and demonstrating flexibility and creativity in problem solving. This will be a person who has established a strong reputation for effective leadership with active participation in industry, professional, and community organizations. We are looking for demonstrated qualities of stability, commitment, strategic thinking, and high levels of technical competency in airport management.

Education and Experience

The critical nature of this position requires that the successful candidate possess superior leadership skills with at least 10 years of increasingly responsible management experience in airport administration, operations, or maintenance, including at least five years of supervision at a level equivalent to Assistant Director. The ideal candidate will have experience in an airport environment dealing with similar complexities. A Bachelor's degree in airport management, business administration, public administration or related field is required. A Master's degree is desired. A.A.E. or IAP accreditation is a plus.

Professional Competencies and Characteristics

In addition to the above qualifications and previously identified characteristics, the following attributes have been identified as critical to the success of a new Director of Aviation for San José. An ideal candidate will have demonstrated:

- Well-developed entrepreneurial instincts that will allow SJC and the City to explore and achieve new business models for growth.
- Success in working within a council-manager form of government and contributing to the vision of the senior leadership team of the City.
- Financial concepts, reasoning/understanding, business management and policy development skills.
- Effective facilitation, negotiation, and diplomacy skills.
- A strong commitment to community relations and outreach to all stakeholders.
- Superior written and oral communication skills, and a commitment to direct, candid and open communications with staff, the public, partners, and officials.
- Works successfully with local elected officials, department heads, and other City employees.
- Excellent leadership and management skills with demonstrated success at motivating staff and maximizing productivity.
- Experience and sensitivity toward interacting and contributing within a community of multi-cultural, multi-ethnic and socio-economic diversity; and supportiveness of diversity in the workplace.
- Strong sense of ethics and integrity, both personally and professionally.
- Proven track record in the Aviation Management Profession.



PRIORITIES FOR THE NEW DIRECTOR

In preparation for the recruitment of a new Director of Aviation, the expectations of the successful candidate include the following:

Airport Community, Economic, and Operational Priorities

- Continuing the development of more air service to gateway business centers in Asia and Europe.
- Increasing the frequency of flights and available routes to key domestic destinations.
- Keeping SJC's cost-per-enplaned passenger at regionally competitive levels.
- Maintaining fiscal stability and developing new sources of aviation and non-aviation revenue.
- Meeting or exceeding all safety and security mandates.
- Continuing to ensure that SJC creates a powerful first impression and connects travelers with the unique characteristics and activities of Silicon Valley.
- Completing the development of the SJC's West Side and redevelopment of the southeast portion of Airport property.
- Protecting airport investment.
- Strengthening the Airport's successful partnerships with the Silicon Valley business community.
- Leading the development of SJC's workforce as an important resource for the future.
- Continuing to advance SJC's environmental leadership and reduce the airport's environmental footprint.

The complete Economic Strategy report can be found at [Master Plan Update](#).

City Management Team

The City of San José integrates the services provided by individual departments into City Service Areas reflecting the City's six key lines of business. The Director of Aviation, like other City executive staff, is asked to be part of a broader City management team to serve as a consultant and advisor to the City Manager and take responsibility for City-wide issues. This role is an extremely important one and must be assumed with competence, judgment, and sensitivity.

REASONS TO CONSIDER THIS CAREER OPPORTUNITY

This is an exceptional career opportunity to be a member of a Senior Executive Team that partners with the entire City organization. The unsurpassed quality of life, abundant opportunities, and rich multi-cultural diversity and technological innovation in San José and Silicon Valley make this an especially attractive position.



COMPENSATION & BENEFITS

The current salary range for the Director of Aviation is \$127,417 - \$199,153 (range under review); salary at appointment is dependent upon qualifications. The Director's salary is supplemented by an attractive benefits package that includes but is not limited to:

Retirement – Competitive defined benefit retirement plan reciprocal with CalPERS; defined contribution plan available as an option.

Health Insurance – Employer pays 85% of lowest cost health insurance premium for family coverage. If another plan is selected, employee pays the amount in excess of 85% of the lowest cost plan.

Dental Insurance – City pays 100% of lowest cost dental insurance plan for family coverage. If another plan is selected, employer pays 95% and employee pays 5% of plan cost.

Life Insurance – City paid life insurance equal to two times salary.

Leave – Generous vacation, executive leave and holiday package.

Deferred Compensation – 457(b) plan available.

Savings Plan – Tax deferred medical and dependent savings plan.

Monthly Automobile Allowance

Additional Programs – Accident insurance, long-term disability insurance, and employee assistance programs are also available.

Relocation Assistance – If necessary, the City will assist with relocation for the candidate selected.

HOW TO APPLY

A. Please submit, in PDF format, a cover letter, resume, and a minimum of five professional aviation industry references. The references should include those who have worked for you and those whom you have worked for or with. Include their contact information and your working relationship to them.

Send to ADK Executive Search at: SJCDOA@adkexecutivesearch.com

Only complete electronic submissions will be considered.

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



Filing Deadline: Friday, May 31, 2013.

SJC is an Equal Opportunity Employer.

Email Questions to: Annell Kuelpman at: SJCDOA@adkexecutivesearch.com.

PHOTOS & INFORMATION COURTESY OF:

City of San José and Mineta San José International Airport

Materials & Documents

For a listing of additional resources, please visit the following links related to the Director of Aviation Recruitment at:

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

[City of San José](#)