



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



SILICON VALLEY'S AIRPORT

The City of San José's Aviation Department Invites Applications for

# Assistant Director of Aviation

Norman Y. Mineta San José International Airport (SJC)

San José, California

*Executive Search Services Provided by ADK Consulting & Executive Search*

# The Airport

The Department is an enterprise operation, which receives no General Fund support from the City. The Airport also has an 11-member Airport Commission, which is appointed by the Mayor and City Council. Members of the Airport Commission serve in an advisory capacity to the City Council and to the Director of Aviation on issues relating to SJC.

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 one of 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 45th busiest facility in terms of passengers, with over 12 million people using its services annually. SJC is served by 16 domestic and international airlines, two cargo airlines, and has two main terminals comprising approximately 940,000 square feet and 30 commercial gates. The Aviation Department has 211 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 2017-18 is approximately \$192 million. SJC's annual capital program budget for Fiscal Year 2017-18 is \$52 million with a 5-year (2018-22) Capital Improvement Program budgeted at \$267 million. In addition, SJC served 5,740,000 enplanements and handled 146,720 aircraft operations in Fiscal Year 2016-17.

Significant projects currently underway include refurbishment of ramp pavement to enable flexibility in aircraft boarding and/or parking, procurement of zero emission buses to reduce the carbon footprint of the airport, and an Airport Geometric Study to maximize airfield safety and FAA design standards.





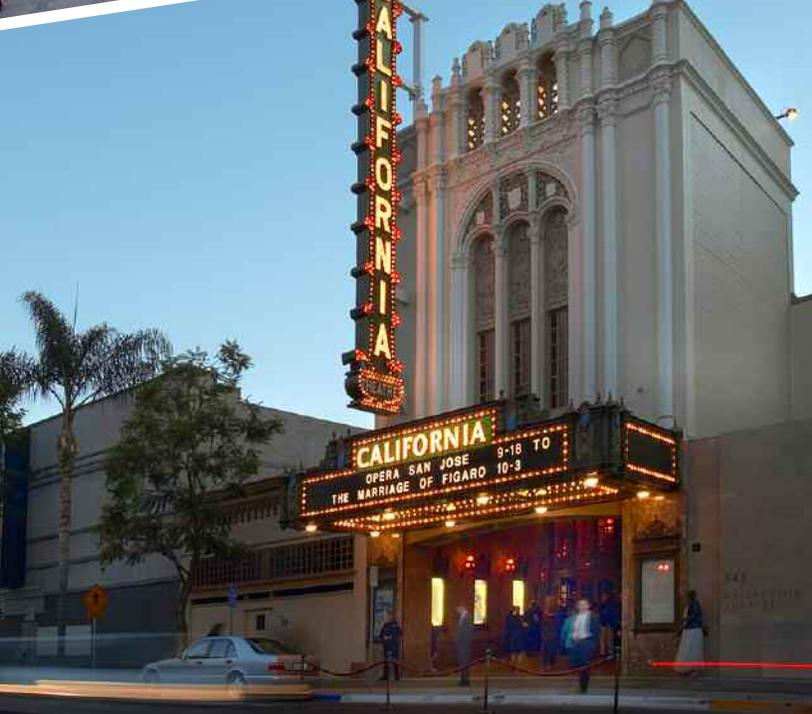
## The Community

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With more than one million residents, San José is the third largest city in California, and the 10th largest city in the nation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José 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 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, San José is surrounded by the Diablo and Santa Cruz mountain ranges and enjoys 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 quality of life 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 diverse cultural attractions such as opera, symphony, live theater, nightclubs, and restaurants. Inquiring minds are served at the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and museums.

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. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.



## The Community *(continued)*

Although it was once an agrarian community, San José's transformation into a global innovation center now includes 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 residents include speakers of more than 50 different languages, and 40 percent are foreign born, contributing to the economic and cultural vitality of the region.

San José is proud of its quality of life and of the rich cultural diversity evident in its population, its work-force, and its many neighborhoods, and SJC has an essential role in connecting residents and businesses to the nation and the world.

### 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 Aviation Director, are appointed by the City Manager with confirmation by the City Council. San José also actively engages its residents through Council-appointed boards and commissions and a commitment to transparency and outreach.

In addition to providing a full range of municipal services along with the Airport, San José operates a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, three municipal golf courses, and an award-winning library system with 24 branches. 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 SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,200 positions and a total budget of \$3.2 billion for the 2017-2018 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.



San Jose  
CALIFORNIA





## The Position

Reporting to the Director, the Assistant Director of Aviation will manage five Deputy Directors who oversee the following divisions: Business Development; Planning and Capitol Development; Facilities; Finance & Administration; Operations. This position also oversees Airport Employee Services, Airport Technology Services and has cognizance over Public Safety operations. Responsible for the overall day-to-day administration and operations of the Airport, the Assistant Director will be the primary interface with the TSA, FAA, U.S. Customs and Border Patrol, other regulatory agencies, airlines (14), car rental agencies (12), concessionaires (43), and two Fixed Base Operators (FBOs). In addition, the Assistant Director will work closely with Airport Divisions on business planning and strategy development and play a critical role in communicating and implementing department-wide strategies so that all employees, partners, and stakeholders understand SJC's goals and how their work connects to those initiatives. The Assistant Director will also advise the Director of important and/or sensitive issues, and take appropriate action to address them, as well as, be a critical liaison with the City Council's staff, City Manager's Office and key community, neighborhood and business leaders on environmental and other regulatory matters.

## Education & Experience

The successful candidate will possess broad based knowledge of airport operations and at least seven (7) years of senior aviation management experience at a medium or large hub airport with heavy emphasis on aviation safety and security, strategic and long-range planning, environmental impacts (air, noise abatement programs), capital improvement projects, financial management, lease negotiations and community relations.

A Bachelor's Degree from an accredited college or university in Aviation Management, Business Administration, or Public Administration is required. A Master's Degree in Public Administration or Business Administration, Aviation Management and/or AAAE/ACI accreditations are desired.

## The Ideal Candidate

The ideal candidate is an accomplished, results-driven executive who has exceptional leadership and communication skills and the ability to work effectively and collaboratively with all Airport divisions, tenants, governmental agencies, and other City departments. 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 high priority initiatives while managing daily workload.



## Compensation

The current salary range for Assistant Director is from \$133,868 to \$208,668 and the actual salary will depend on the qualifications and experience of the individual selected. The City provides an excellent array of benefits, including:

- Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- Health Insurance – The City contributes 85% towards the premium of the lowest cost plan. There are several plan options.
- 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. 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.



## How to Apply:

**A.** Please submit both a **cover letter and résumé.** **We require your files to be submitted as PDF documents.** We prefer that you send both your cover letter and résumé as one combined document. *Please do not send your cover letter in the body of an email.* Send your PDF files to ADK Executive Search at:

**[SJCADA@adkexecutivesearch.com](mailto:SJCADA@adkexecutivesearch.com)**

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

**Filing Deadline: Saturday, February 3, 2018**

Only complete electronic submissions will be considered.

Email questions to:  
**[SJCADA@adkexecutivesearch.com](mailto:SJCADA@adkexecutivesearch.com)**

The City of San José is an equal opportunity employer.

For more information on employee benefits, visit the **[City's Benefits Website](#)**.