



NORMAN Y. MINETA
SAN JOSE
INTERNATIONAL
AIRPORT



SILICON VALLEY'S AIRPORT

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

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

SJC is the nation's 45th busiest in terms of passengers, with more than 11 million people using its services annually, and it serves a regional market of about 4 million residents. Silicon Valley's Airport is served by 14 domestic and international airlines with destinations including Europe, Asia, and North America, and two cargo carriers. It has two main terminals comprising approximately 940,000 square feet and 28 commercial gates, and two full-service private fixed-base operators on Airport property. SJC is one of three major hub airports in the San Francisco Bay Area.

The Aviation Department has 204 full-time employees, and in addition it receives support from other City departments, including Police, Fire, Public Works, and Information Technology, among others. The Airport's annual operating budget for Fiscal Year 2017-18 is approximately \$187 million. SJC's annual capital program budget for Fiscal Year 2017-18 is \$66 million with a 5-year (2018-22) Capital Improvement Program budgeted at \$280 million. In addition, SJC served 5,088,000 enplanements and handled 131,560 aircraft operations in Fiscal Year 2015-16.

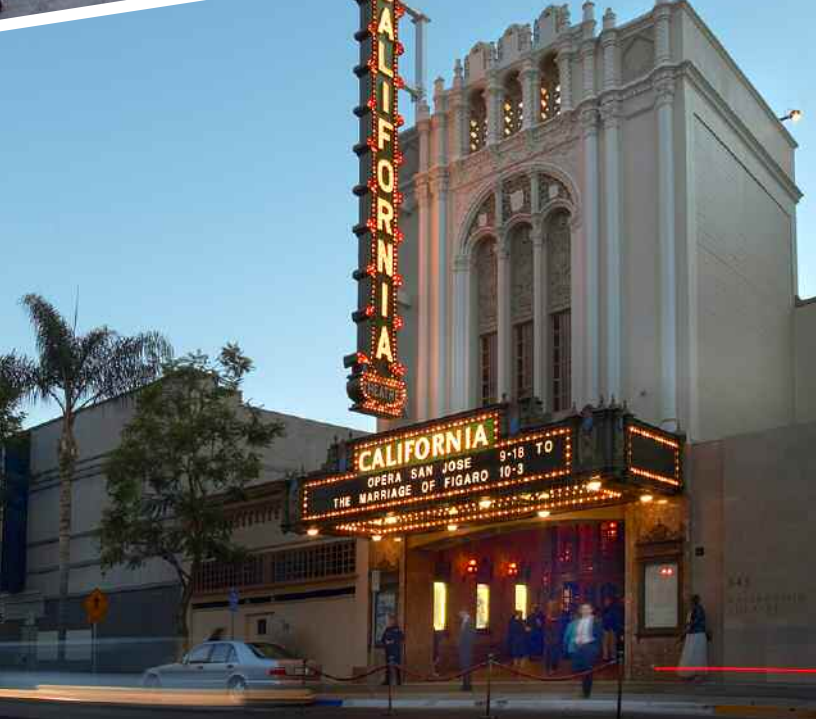
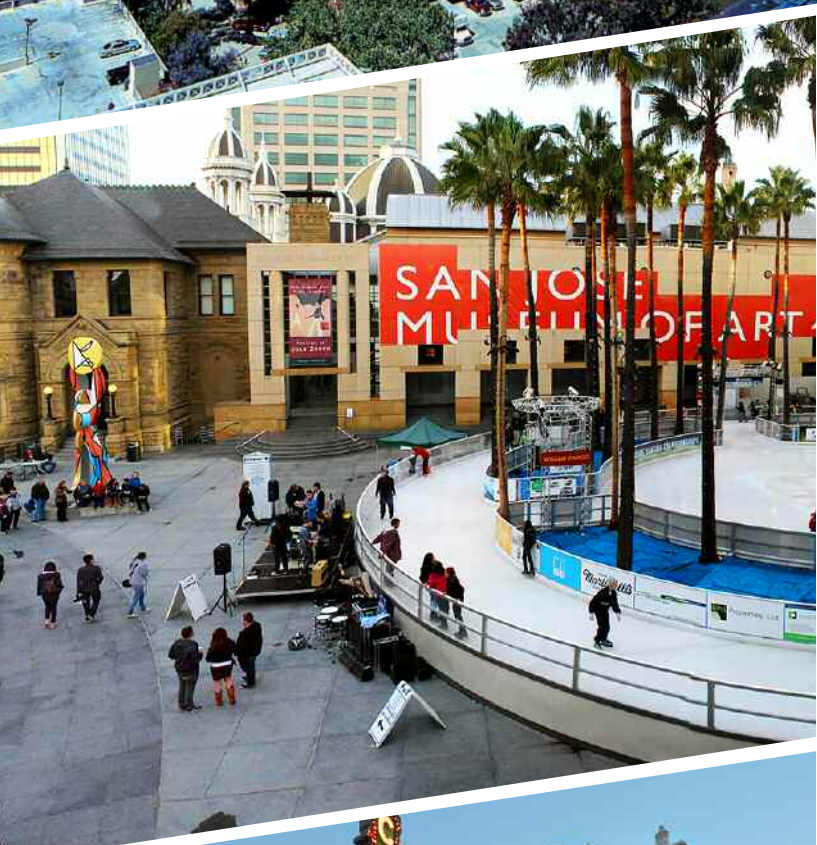
The Department is a self-supporting enterprise operation that receives no direct General Fund support from the City. The San José City Council is the policy making body for SJC, and the Airport also has an 11-member Airport Commission appointed by the Mayor and City Council that serves in an advisory capacity to the City Council and to the Director of Aviation on aviation issues.

Originally established in 1945, SJC has grown over the years along with the growth of the Santa Clara Valley and Silicon Valley's high technology environment. In 1984, the Airport was renamed San José International Airport and began to take on the role of being a focal point for Silicon Valley's international cargo shipping and commerce.

Major terminal and runway expansion projects took place in the early 1990s, and in 2010 SJC successfully completed its \$1.3 billion comprehensive terminal modernization program. SJC is now a cutting-edge airport featuring technology that provides flexible support for airlines and passengers and has the most sophisticated, state-of-the-art baggage security screening system in the world. Its consolidated rental car center is the nation's first to offer elevated, indoor fueling stations for fast, efficient operations for rental car companies.

Significant projects currently underway include the construction of two additional gates, 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.





The Position

We are seeking an innovative, forward-thinking Director of Aviation who will be a champion for the future, capable of managing 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 strategic thinking, commitment, accountability, integrity, and high levels of technical competency in airport management. The Director of Aviation will exhibit a high level of accountability to the City Manager, City Council, the community, and our employees for results, management, and communication. The Director also will be an active contributing member of the City's executive management team.

SJC's Director of Aviation will be someone who embraces the value of collaboration, including with community and airline partners, City and Airport management and staff, and the aviation industry; who freely shares information to identify challenges early and find solutions to issues that arise; and who embraces creativity and change to improve the quality of service and efficient operations. The incumbent will take initiative in solving problems and is an effective communicator of the highest order who ensures that stakeholders are apprised of and involved in resolving important Airport issues.

For more information about the position, [click here](#).

Position Requirements

The critical nature of this position requires that the successful candidate possess superior leadership skills with a preference of 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 in the Aviation Management Profession.



Salary & Compensation

The salary for this position is \$142,016.65 – \$221,973.36¹ with an attractive range of benefits including a competitive defined benefit retirement plan reciprocal with CalPERS; defined contribution plan available as an option and a Deferred Compensation – 457(b) plan available.

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:

SJCDOA@adkexecutivesearch.com

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

Filing Deadline: Friday, June 9, 2017

Only complete electronic submissions will be considered.

Email questions to:

SJCDOA@adkexecutivesearch.com

¹ A salary range increase of 3% has been recommended in the City Manager's proposed budget and is pending City Council approval in June.

