



NORMAN Y. MINETA  
**SAN JOSE**  
INTERNATIONAL  
AIRPORT   
SILICON VALLEY'S AIRPORT

The City of San José Invites Applications for  
**Deputy Director, Facilities**  
Norman Y. Mineta San José International Airport (SJC)  
San José, California

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



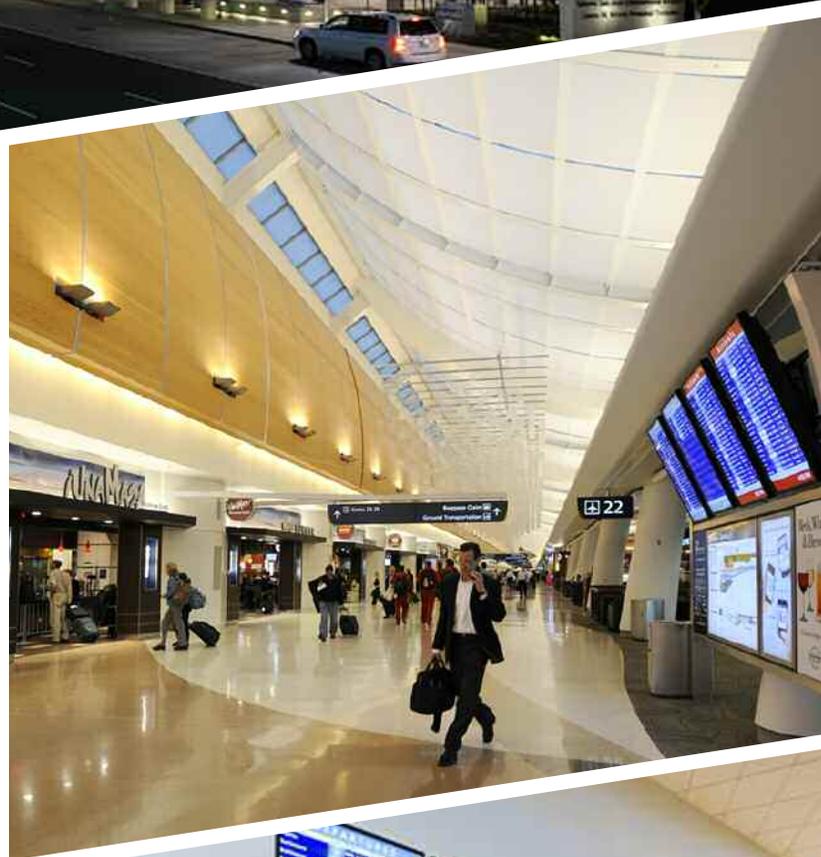
## The Department

The Airport Department has undergone a Strategic Planning effort that will lead the decision-making process into our future. We are looking for team members who can work toward our Mission Statement to “Connect, Serve and Inspire” and our Vision Statement to “Transform the Way Silicon Valley Travels”. We thrive on collaboration, vigor, and look forward to ever-changing challenges.

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 to meet the passenger demands over the years, correspondingly with the growth of the Silicon 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 commerce.

Major terminal and runway expansion projects took place in the early 90’s, and in 2005 the San José City Council approved plans to bring SJC into the 21st Century to reflect the innovation and technology of Silicon Valley. *(continued...)*





## The Department *(continued...)*

In 2010, SJC completed a \$1.3 billion comprehensive modernization effort which included a rehabilitation of the existing terminal A and building Terminal B. Pre COVID-19, SJC was the nation's 36th busiest facility in terms of passengers, with over 15 million people using its services annually. SJC is served by 13 domestic and international airlines, two cargo airlines, with 1000-acre campus comprised of two main terminals which are approximately 940,000 square feet and contain 36 airline gates.



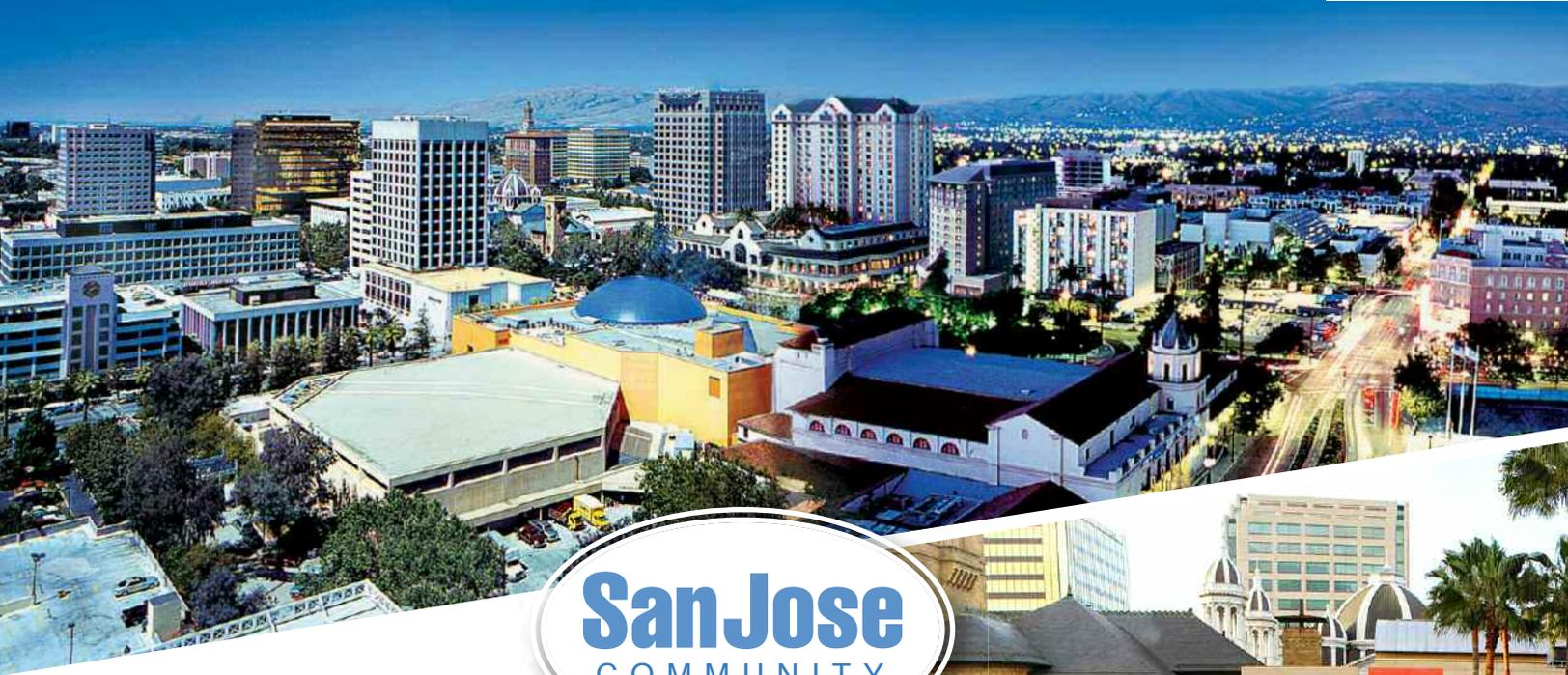
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In April 2020, the City Council approved the update to the Airport Master Plan, along with the associated California Environmental Quality Act requirements, to identify improvements for the airport to accommodate forecasted traffic to 2037. The Airport Master Plan provides for key projects including the runway incursion mitigation airfield improvements, increasing the terminal facilities up to 42 airline gates, addition of short and long term parking garages, new hotel, expansion and relocation of the air cargo facility, new Facilities Division facility, and many other enabling projects.

The Aviation Department has 214 budgeted full-time employees, plus receives services from other City Departments (Police, Fire, and Public Works). The Airport's annual operating budget for Fiscal Year 2020-21 is approximately \$200 million. SJC's annual capital program budget for Fiscal Year 2020-21 is \$65 million with a 5-year (2021-25) Capital Improvement Program budgeted at \$247 million.

The unanticipated impact of the COVID-19 pandemic on the world has dramatically affected SJC priorities. As the pandemic and recovery unfolds, the Airport will continue to implement the projects which focus on enhancing the healthy and safe environment of all facilities and those projects that maximizes efficiency and passenger services. Priority Master Plan projects include the implementation of airfield improvements as recommended in the runway incursion mitigation study, construction of a new Aircraft Rescue and Fire Fighting facility, relocation of the Airport's Facilities Division, and relocation of the cargo facility.





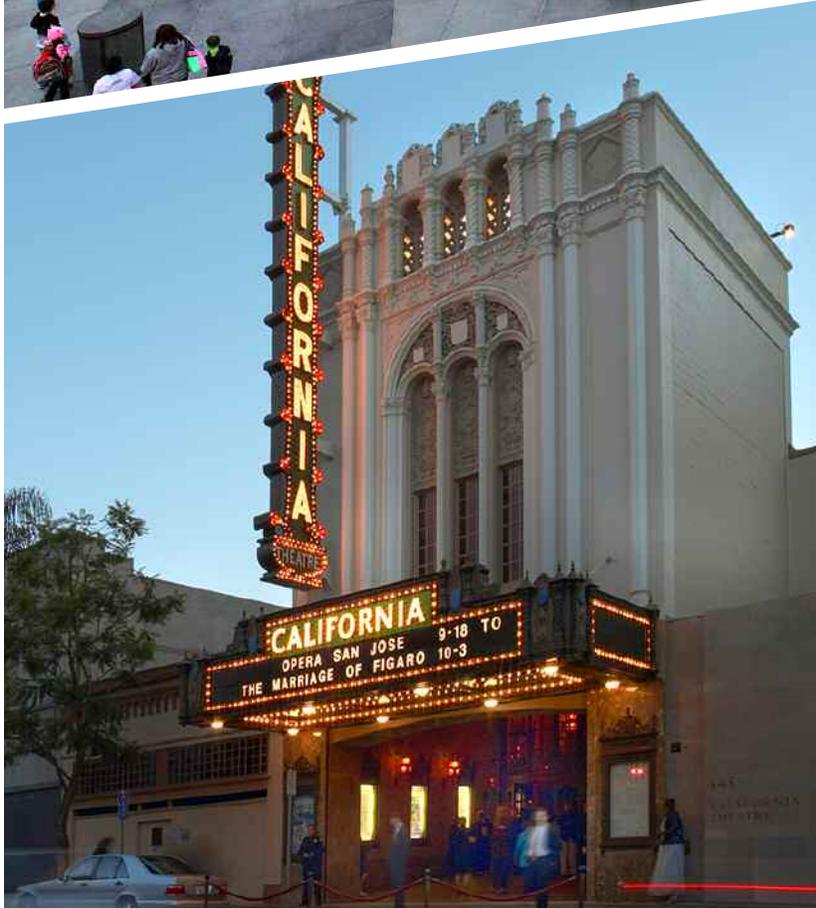
## The Community

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 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 Jose**  
CITY GOVERNMENT

San José is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, 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 approximately 6,600 full time equivalent positions and a total budget of over \$4 billion for the 2020- 2021 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. Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).





## The Position

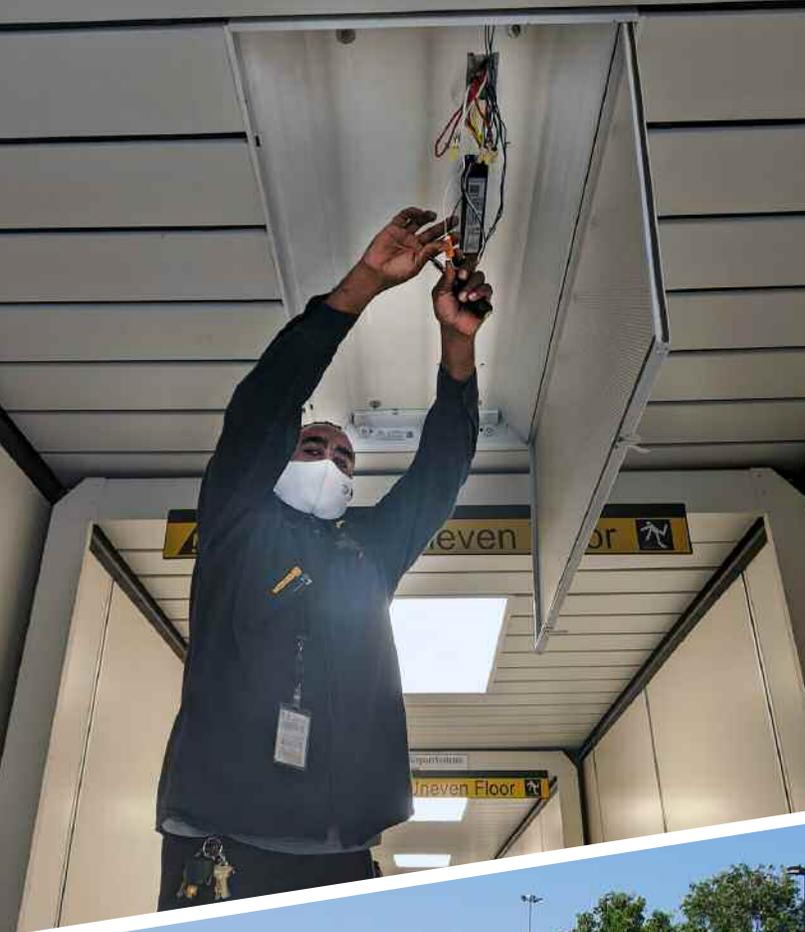
The Airport is proud to offer an exciting and unique opportunity for a team member who brings positive energy and is motivated to shape the future of the Airport. The Airport team is passionate about what our Airport has to offer to the Silicon Valley and is seeking a professional who will share this passion. This great work environment makes this an ideal opportunity for a highly motivated and results-oriented individual who would like to join our Airport team to work hard toward our strategic vision.

Reporting to the Assistant Director of Aviation, the Deputy Director of Facilities is an innovative trailblazer and strategic thinker that leads a wide range of team members who are responsible for a large and diversified maintenance program consisting of facilities and technical systems maintenance services. The Deputy provides executive leadership and oversight for the facilities maintenance activities including building maintenance, facility equipment systems, pavements and property maintenance, as well as contractual custodial services. In addition, the Deputy assumes overall responsibility for managing airport assets and leading all technical trades services including electrical, painting, HVAC, and airport terminal equipment maintenance activities.

As a member of the Airport Senior Team, the Deputy consults and collaborates with executive members in other aviation divisions including Planning and Development, Operations, Finance, and Marketing and Communications. The position will represent the airport in a collaborative and productive relationship with external representatives such as federal regulatory agencies, airlines, tenants, and consultants to accomplish established department goals and outcomes.

For a full job description, [click here](#):





## Position Qualifications

The ideal candidate shall think strategically and have experience in enhancing a service oriented work environment while planning, organizing, directing, and evaluating the performance of assigned team members; establishing performance requirements and personal development targets; and providing coaching to enhance performance and continuous development of the Facilities Team. Candidates should have a proven track record of building strong, collaborative relationships with all stakeholders, including elected officials and City leadership. Candidates should also be comfortable working in a fast-paced, evolving environment and have the willingness and drive to move forward high priority initiatives while managing daily workload.

A Bachelor's Degree from an accredited college or university in Facilities Management, Aviation Management, or other related fields is required. Facilities Management certifications through AAAE/ACI accreditations are preferred.

The successful candidate will possess broad based knowledge of facilities and asset management and at least six (6) years of senior facilities management experience at a medium or large hub airport or in a large campus environment.

## Salary & Compensation

The current salary range for the Deputy Director of Facilities is from \$124,012 to \$193,173 and the actual salary will depend on the qualifications and experience of the individual selected.

This position also receives an annual on-going 5% non-pensionable wage increase and is eligible for annual merit-based wage increases contingent upon City Manager's approval.

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



## How to Apply:

To apply online, please [click here](#).

**Deadline for applications:  
Sunday, November 29, 2020**

Project manager: **Rod Dinger, AAE**  
[Rod@adkexecutivesearch.com](mailto:Rod@adkexecutivesearch.com)

***Please note:*** after your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: [admin@adkexecutivesearch.com](mailto:admin@adkexecutivesearch.com)