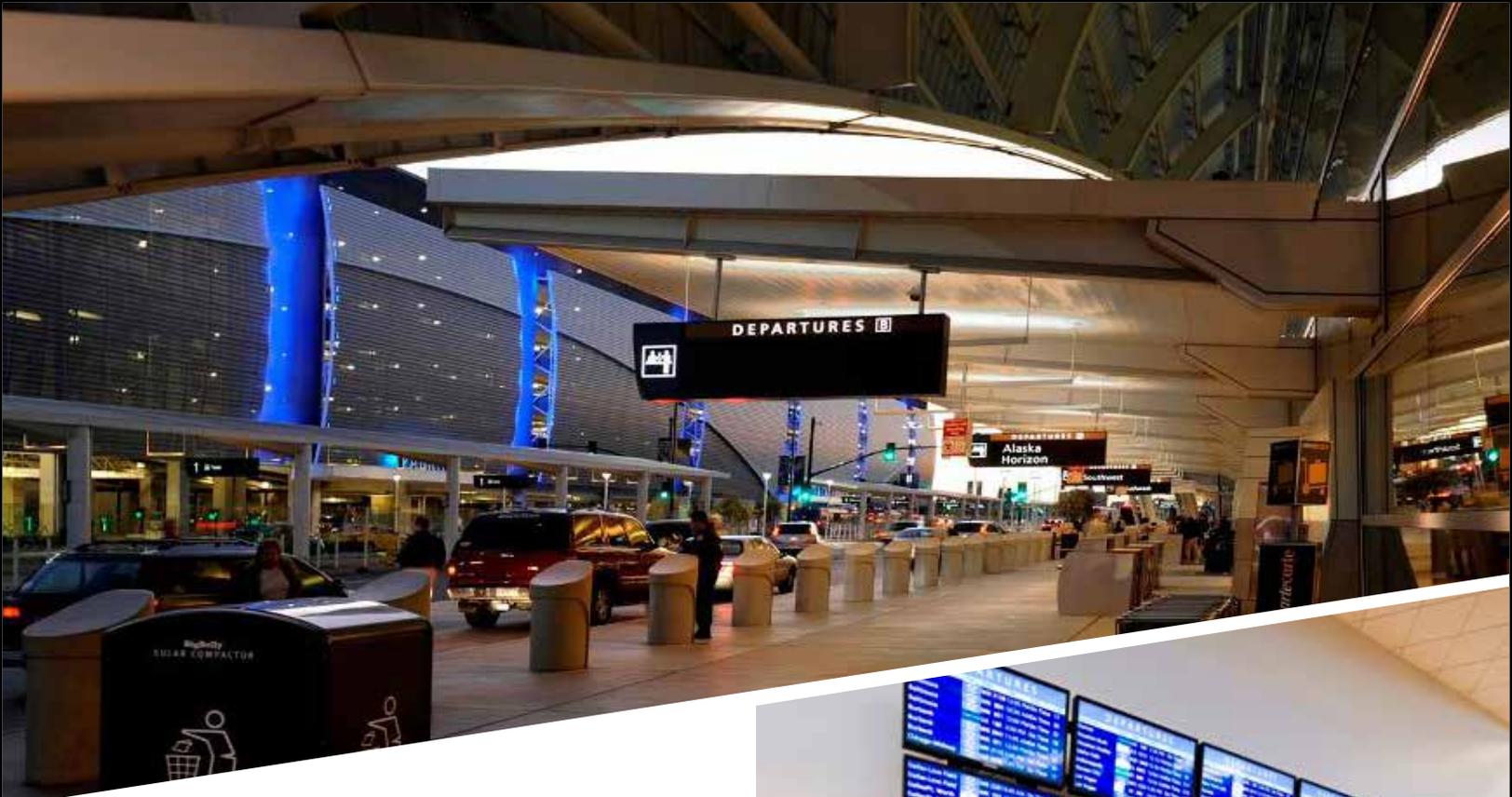




The City of San José invites applications for
Deputy Director of Operations

Norman Y. Mineta San José International Airport (SJC)
San José, California

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



The Airport

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 Santa Clara Valley and its burgeoning high technology orientation. Continuous expansion projects were the order of the day in the 60s, 70s and 80s. 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 90s, 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 Airport *(continued)*

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. 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 a 1000-acre campus comprised of two main terminals which are approximately 940,000 square feet and contain 36 commercial gates.

The Aviation Department has 215 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 2021-22 is approximately \$143 million. The Operations Division budget for Fiscal Year 2021-22 is approximately \$34 million and currently has 66 full time positions.

The unanticipated and devastating impact of the COVID-19 pandemic on the world dramatically affected SJC priorities. As the pandemic recovery unfolds, the Airport will continue to implement the projects which are feasible and focus on refurbishment of the current facilities to maximize efficiency and passenger services. Priority Master Plan projects include relocation of the Airport's Facilities Division, construction of a new police air support hangar, relocation of the cargo facility and fueling station, and rehabilitation of an airfield pavement apron to support additional airline gates.



The Community

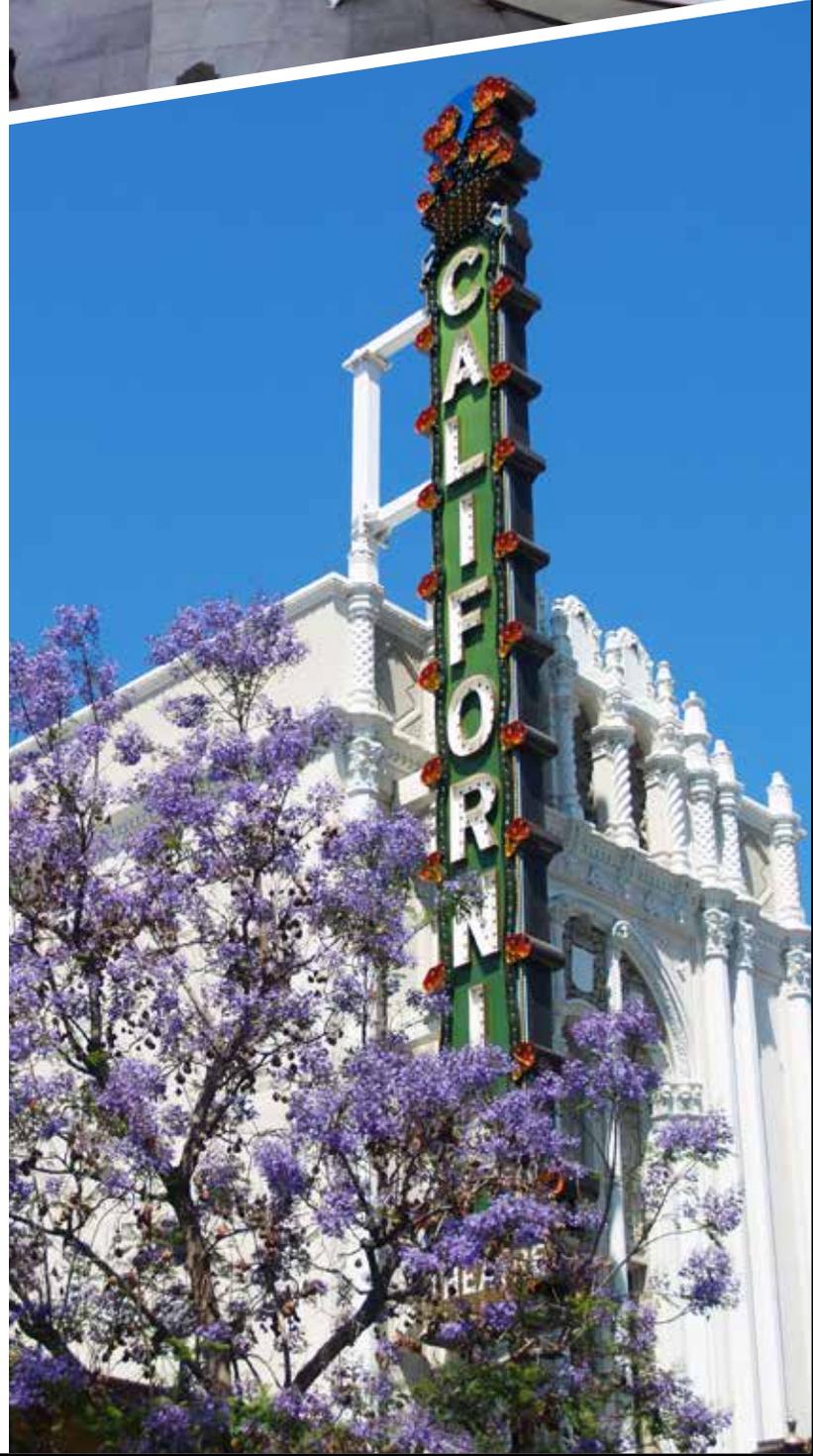
Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Zoom, Samsung, and eBay as well as start-ups and advanced manufacturing.

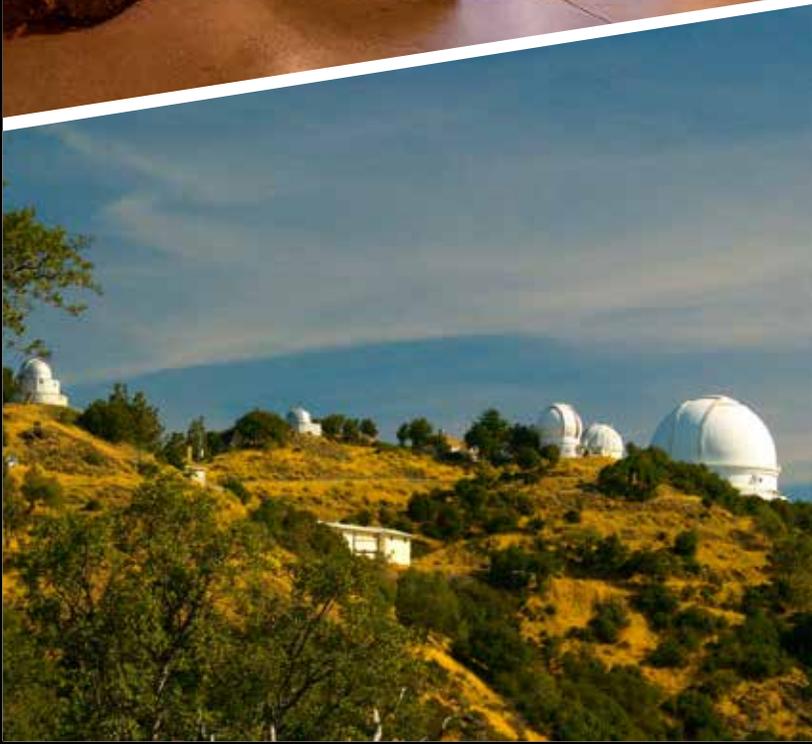
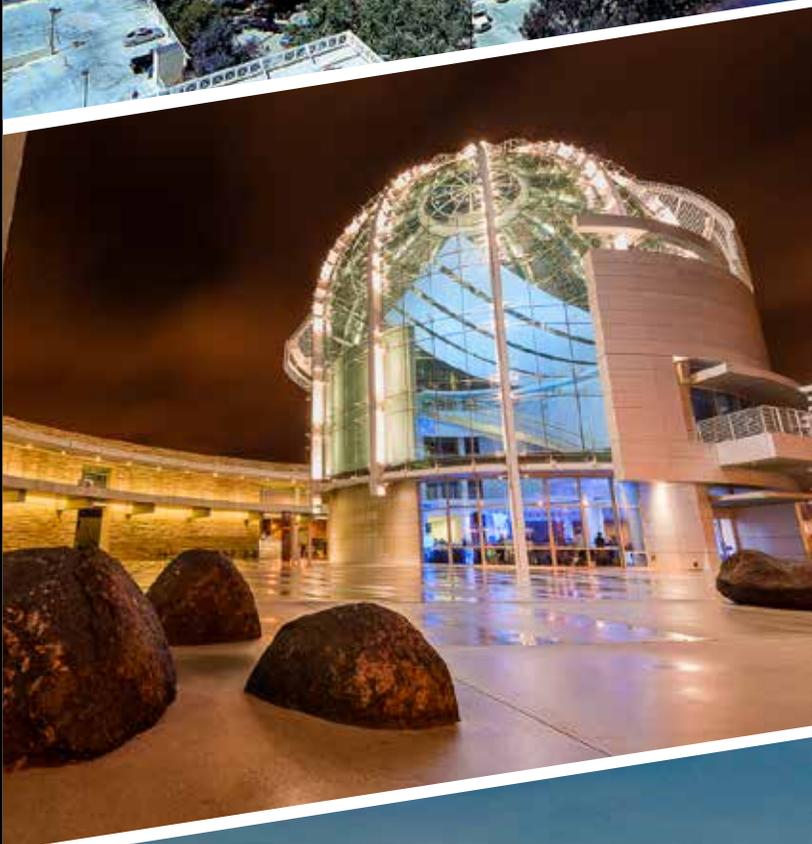
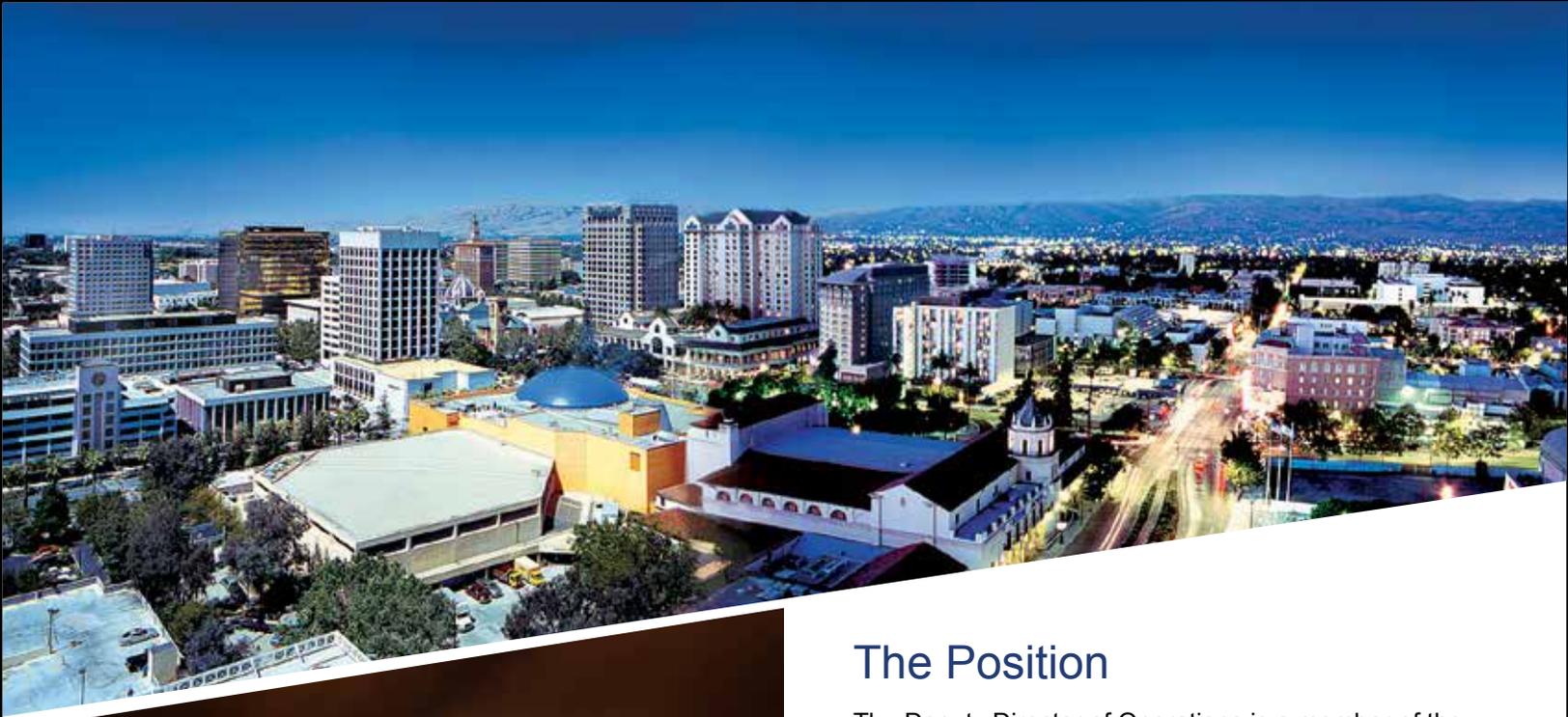
In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle.

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and her executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center at San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,646 full-time-equivalent positions and a total budget of approximately \$5.1 billion for the 2021-2022 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





The Position

The Deputy Director of Operations is a member of the Airport's executive management team. The successful candidate should not only possess strong leadership abilities and relationship building, but also is the expert on all aspects of airport operations.

The Deputy Director of Operations is responsible for providing executive leadership of the Airport's Operations Division, which includes Airside Operations, Landside Operations, Terminal Operations, Security Operations, and Emergency Management for Mineta San José International Airport.

Specifically, responsibilities include but are not limited to:

- Planning, organizing, and directing the operations for airport passenger terminals and buildings, the airfield, aircraft, roadways, and other airport facilities.
- Overseeing and participating in identifying and assessing actual and potential impacts to aviation operations and public safety; identifying and implementing innovative solutions to manage those impacts.
- Ensuring a safe and secure environment for airport employees, contractors, and the traveling public.
- Serving as a primary Airport representative to federal, state and local agencies including Transportation Security Administration, Federal Aviation Administration, Customs and Border Protection, San Jose Police Department, and San José Fire Department.

The Ideal Candidate

Mineta San José International Airport is seeking an experienced and passionate airport executive with a strong operations, security, and emergency management background. The individual must have a thorough knowledge of principles, practices and procedures of airport operations, management, emergency preparedness and response. Thorough knowledge of FAA and TSA regulations in particular, FAR Part 139, FAA Advisory Circulars (AC), TSR Parts 1520, 1540, 1542, 1544, 1546, and 1548, TSA Policy and Guidance Handbook, and other information applicable to aviation operations, security, and emergency preparedness is also required.

The ideal candidate will be:

- A proven leader who enjoys working in a fast-paced, high profile and progressive environment, which is supported by collaboration, transparency, and ethics of the highest level.
- People focused and possesses exceptional interpersonal skills to lead the assigned team in a way that develops trust; displays interest in the success of each individual, takes time to listen to verbal and nonverbal communication, displays empathy and support, but still requires accountability for each team member.
- Highly resourceful and organized toward meeting job objectives, anticipates problems, is proactive, avoids difficulties by planning ahead, and displays a willingness to assume extra responsibilities, special projects, and challenges.
- Able to provide leadership, appreciation, and advocacy for innovation and technology in a way that captures the spirit of Silicon Valley and provides passengers with a high-quality, leading-edge customer experience.
- Politically astute and capable of mediating professional staff concerns and political interests, and comfortable with interaction with City Council members.
- Able to make strategic connections, fill the gaps, and otherwise facilitate communication, understanding, and problem solving in community, political, and organizational contexts while being creative, detail oriented, and highly accountable.
- Experienced in management and administration abilities including negotiation, financial administration, monitoring performance, attention to detail, resolving issues, and communication between parties.





The Ideal Candidate *(continued)*

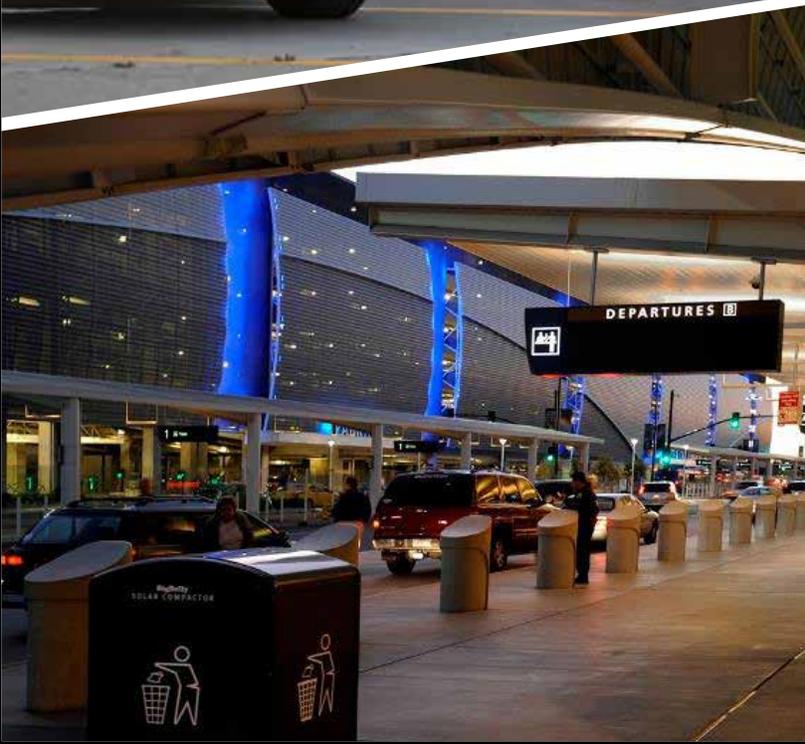
- Excellent at sharing information both verbally and in writing, clarifying decision points, and serving as an early warning system as necessary while retaining a broad, big picture perspective and understanding the impact decisions can make on the Airport's overall well-being and goals.
- Able to develop messages for different audiences, assist the Airport in telling our "stories" in meaningful and compelling ways, and achieve overall organizational communications consistency for quality, effectiveness, and perspective.

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

Education and Experience

The successful candidate will possess broad-based knowledge of airport operations and at least six (6) years of senior aviation management with heavy emphasis on aviation safety and security, strategic and long-range planning, and environmental impacts (air, wildlife, and noise abatement programs).

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



Compensation & Benefits

The salary range for this position is \$127,732 to \$198,968 per year. This position also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary will be determined by the final candidate's qualifications and experience. In addition, the City provides an excellent array of benefits, including retirement, health insurance, personal time, sick leave, holidays, deferred compensation, Flexible Spending Accounts and more. For details, [click here](#).

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

The City of San José, California has a mandatory vaccination policy that requires all new hire employees to prove full COVID-19 vaccination prior to reporting for duty.

How to Apply

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

Deadline for applications: May 15, 2022

Contact for this search is: Rod Dinger, A.A.E.
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.

