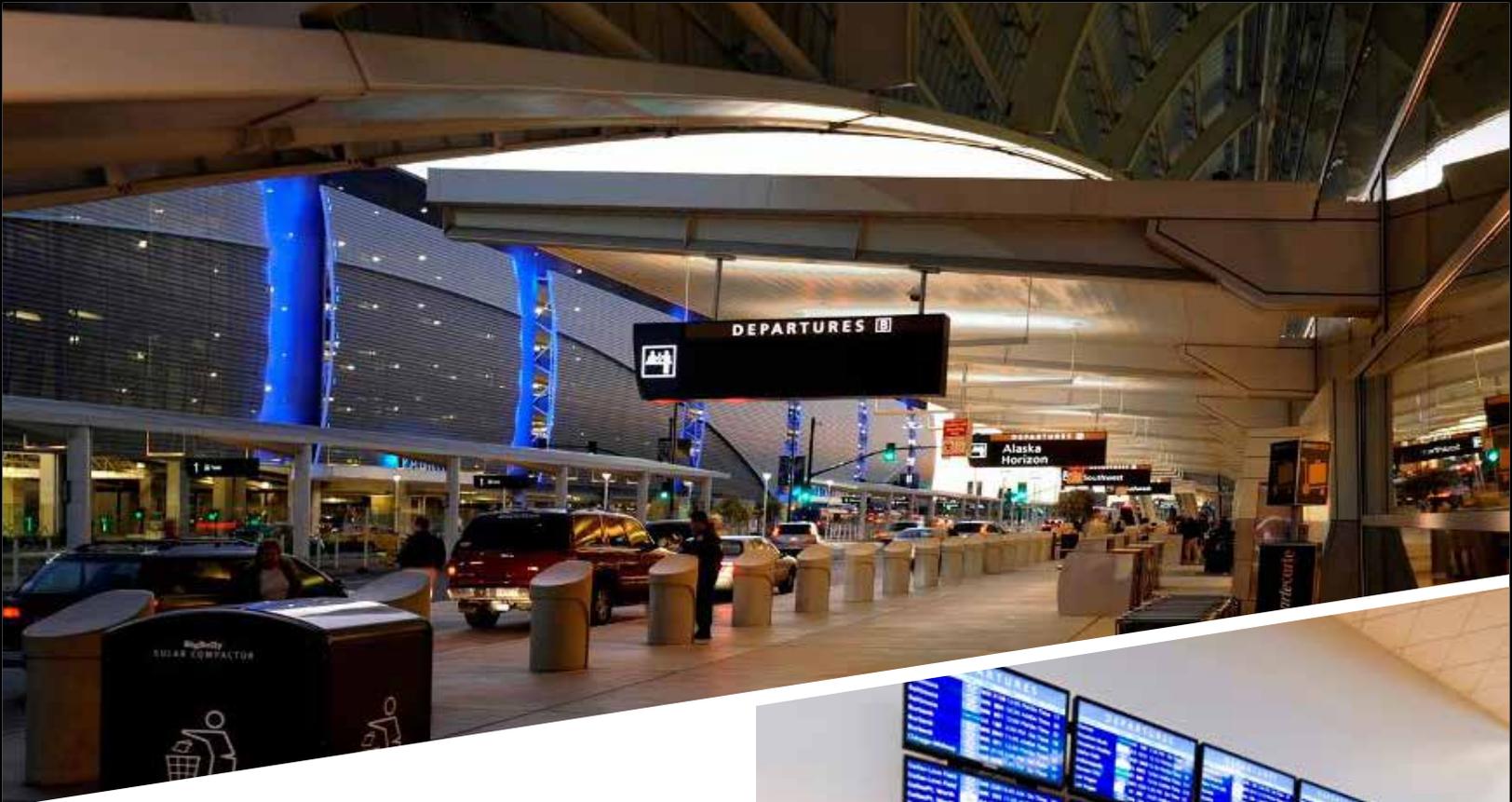




The City of San José's Aviation Department invites applications for
Deputy Director of Planning & Development

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 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 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.





The Department *(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 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 City of San José

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.

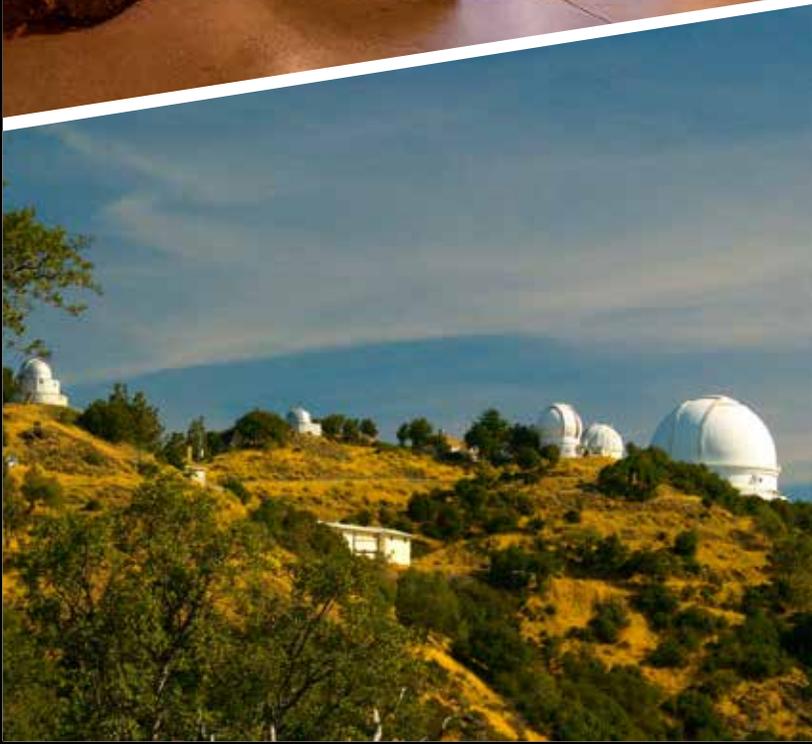
In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, 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 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 will like to join our Airport team to work hard toward our strategic vision.

Reporting to the Assistant Director of Aviation, the Deputy Director of Planning and Development is a strategic thinker that leads a wide range of professional and paraprofessional team members who perform a variety of multi-discipline airport projects who develop, manage and deliver projects in the Airport Capital Development Program of various and considerable complexities.

Major functions of the position include:

Airport Executive Manager for All Major Development Projects - Serves as the primary executive manager and negotiator between the Airport and the community of Architectural, Engineering, Environmental, and Legal consultants and construction contractors. Works closely with support services from the City's Public Works.

Stakeholder Engagement – Leads partnering activities with a wide range of stakeholders and ensures appropriate level of engagement with Airport Divisions, Airport business partners, regulatory agencies, City Departments through the life cycle of a Capital project.

Federal Aviation Administration (FAA) - Works closely with the FAA in capturing federal Airport Improvement Program funding and compliance with that grant program. Also, the position is responsible for the development and maintenance of the Airport Layout Plan (ALP) to ensure compliance with all federal regulations and policies.

Airport Master Plan - Responsible for managing the Airport Master Plan including processing updates as needed, and for any work related to compliance with the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA).

Compliance with FAA Standards – Responsible to ensure that all development complies with applicable FAA design standards and operating requirements.

Manage Impacts to Off Airport Airspace - Responsible for ensuring that off airport development does not adversely impact the Airport's airspace, inhibiting the operation and growth in airline service.

The Position *(continued)*

Environmental Compliance Requirements

Responsible for compliance with and management of environmental regulations, including the Airport's Storm Water Pollution and Prevention Plan, working with Airport tenant co-permittees to ensure compliance with the plan.

The Airport is a dynamic organization and the successful candidate must be willing to lead through a changing environment with emotional intelligence. The candidate selected will be an individual who can support and lead through their work efforts the Strategic Vision, Mission and Goals established for the Airport Department.

The Ideal Candidate

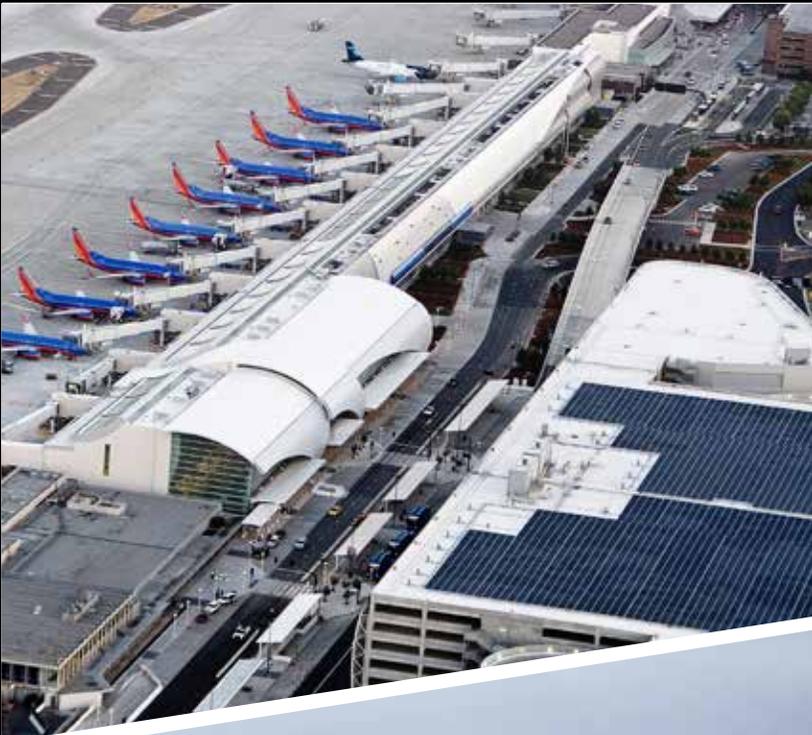
The ideal candidate shall think strategically and have experience in enhancing a service-oriented work environment while planning, organizing, directing, and evaluating the performance of assigned team members; establishing performance requirements and personal development targets; and providing coaching to enhance performance and continuous development of the Planning and Development team. 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 forward with high priority initiatives while managing daily workload.

Due to the extent of the potential upcoming capital program, it is desirable that Candidates have experience in leadership role in large scale capital programs. Experience includes preparing RFP's, selection of design-builders, managing contracts, achieving performance metrics, and extensive stakeholder engagement in a design build project delivery model is highly desirable.

Personal Characteristics & Management Style

- Confident decision maker with a track record of producing results
- Effective and empathic communicator skilled at building relationships
- Collaborative partner with stakeholders inside and outside the City organization
- Proven leader in empowering employees and supporting their development and recognition
- Experienced leader who appreciates and welcomes San José's rich multicultural, diverse environment





Compensation & Benefits

The salary range for this position is currently \$127,732 to \$198,968 per year, but will increase by an additional four and one-half percent (4.5%) due to a cost of living increase effective on June 25, 2022. 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 – 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 non-deductible 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 and depending upon success in the Management Performance Program could increase to up to 80 hours.
- Sick Leave – Sick Leave is accrued at the rate of approximately 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.
- Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's Human Resources Benefits website:

<https://www.sanjoseca.gov/your-government/departments/human-resources/benefit>



How to Apply

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

Deadline for applications: July 10, 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.

