



The City of San José invites applications for  
Assistant Director of Aviation

San José, CA

*EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH*



## The City of San José

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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 approximately 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 12th largest city in the nation. With nearly 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. The City of San José has twice been named “The Most Innovative Large City in America” by the Center for Digital Government.



San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying 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 neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. For more information about the unparalleled quality of life in San José please visit <https://www.sjeconomy.com/why-san-jose>.

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, which embodies the City’s “more urban future,” 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 San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.





## City Government

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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 also 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 San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 7,040 full time equivalent positions and a total budget of \$6.1 billion for the 2023-2024 fiscal year. Extensive information regarding San José can be found on the City’s website at: <http://www.sanjoseca.gov>.



## The Airport

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Fueled by a culture of innovation, San José Mineta International Airport (SJC) is the Bay Area's easiest and most dependable medium size airport due to its simple layout, temperate climate, and inland location. SJC is located just minutes from downtown San José— the Bay Area's largest city and the Capital of Silicon Valley. In 2023, SJC was rated the Best Airport in the U.S. by Wall Street Journal and Best Midsize U.S. Airport in North America by travelers in the Airports Council International Airport Service Quality (ASQ) program.

SJC welcomed more than 12 million passengers in 2023. The Airport's two passenger terminals offer 36 gates equipped with passenger boarding bridges, including four swing gates connected to a U.S. Federal Inspection Services facility. The Airport's 10 commercial airline partners serve more than 40 nonstop destinations across North America and in Asia. SJC's two fixed-base operators, as well as several corporate aviation tenants, serve the business aviation needs of Silicon Valley; corporate and general aviation traffic represents more than a quarter of aircraft operations at the Airport. With a compact footprint of just 1124 acres, SJC's two, parallel 11,000 ft. runways are a short taxi from both the passenger terminals and the general aviation ramp.

Our mission is to connect, serve and inspire. Supporting this work is a staff of 228 with an [annual operating budget](#) of \$176 million and a \$614 million Adopted 2024-2028 [Capital Improvement Program](#). SJC 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. The Airport 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 regarding aviation issues. The City's Airport Commission activity can be reviewed [here](#). SJC is a department in the Transportation and Aviation City Service Area. Additional information regarding SJC's current core services, related programs, and budget can be found in the [City's Fiscal Year 2023-2024 Budget Documents](#) and in the [SJC Financial Reports](#).

## The Position

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Reporting to the Director, the Assistant Director will manage five Deputy Directors who oversee the following divisions: Business Development; Planning and Capitol Development; Facilities; Finance & Administration; and 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, car rental agencies, concessionaires, 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.

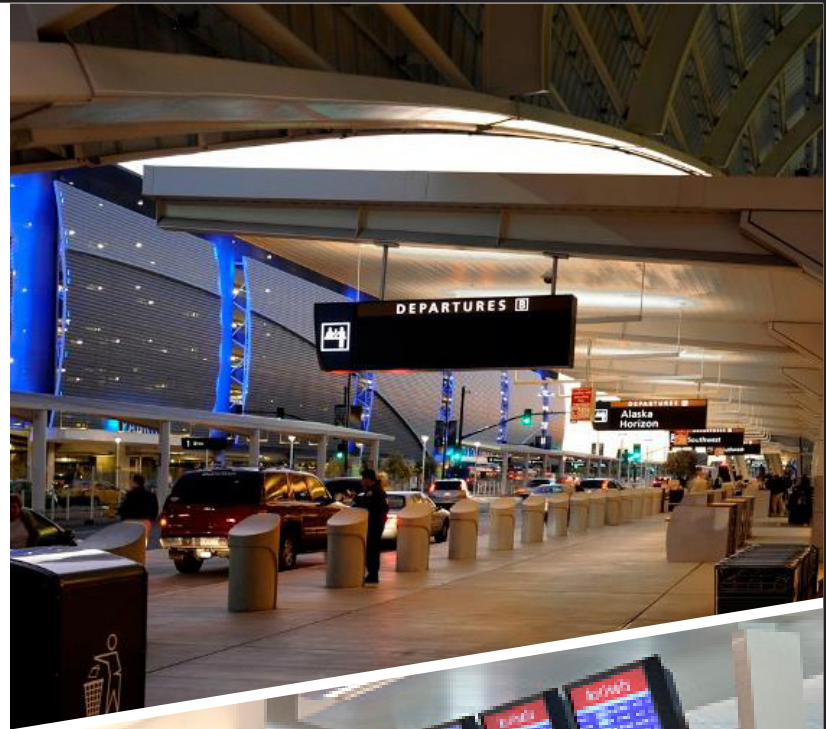
The Assistant Director will also advise the Director of important and/or sensitive issues, and take appropriate action to address them, as well as be a critical liaison with the City Council's staff, City Manager's Office and key community, neighborhood, and business leaders on environmental and other regulatory matters.

## The Ideal Candidate

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The ideal candidate will possess exceptional leadership and communication skills, with a proven track record of building collaborative relationships with diverse stakeholders while appreciating and welcoming San José's rich multicultural, diverse environment. They will have the ability to drive innovation and adapt to change, while ensuring the airport remains competitive and resilient amidst external pressures and opportunities.

Moreover, they will demonstrate a functional knowledge of how an enterprise department operates in a public sector environment and the ability to work effectively and collaboratively across all Airport divisions, tenants, governmental agencies, and other City departments. Additionally, candidates should thrive in fast-paced environments, have a keen attention to detail, and possess the capacity to drive high-priority initiatives while managing their daily workload.





## Education and Experience

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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.

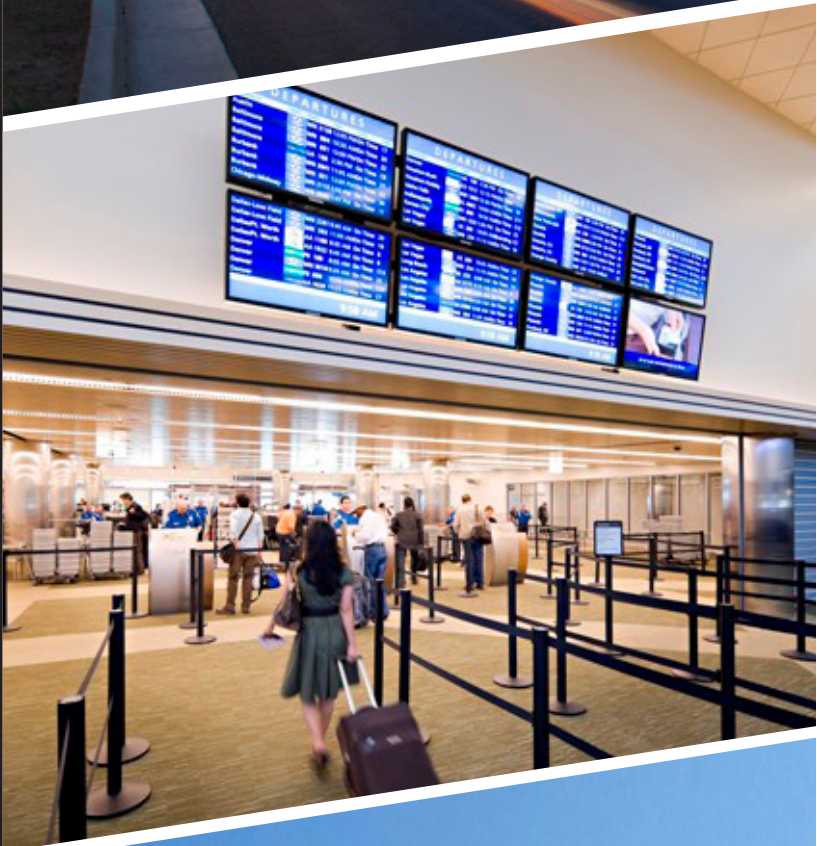
The successful candidate will possess broad based knowledge of airport operations and at least seven (7) years of senior aviation management experience at a medium or large hub airport with heavy emphasis on aviation safety and security, strategic and long-range planning, environmental impacts (air, noise abatement programs), capital improvement projects, FAA AIP grant and PFC application processes, financial management, lease negotiations and community relations. Experience at a level equivalent to Deputy Director is desirable but not required.

## Compensation and Benefits

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The annual salary range for this position is \$170,138.54 - \$274,847.82. The actual salary will be determined by the final candidate's qualifications and experience. Relocation assistance is available.

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



## Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

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

Deadline for applications: **June 30, 2024**

- Interviews are tentatively scheduled to be conducted in early August 2024.
- Begin employment in September 2024.

Confidential inquiries are welcomed to:

**Rod Dinger, A.A.E.**  
[rod@adkexecutivesearch.com](mailto:rod@adkexecutivesearch.com)

**Sia Schatz, A.A.E.**  
[sia@adkexecutivesearch.com](mailto:sia@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).

The City of San José is an equal opportunity employer.

