



The City of San José invites applications for
Deputy Director of Planning and Development

San José, CA

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



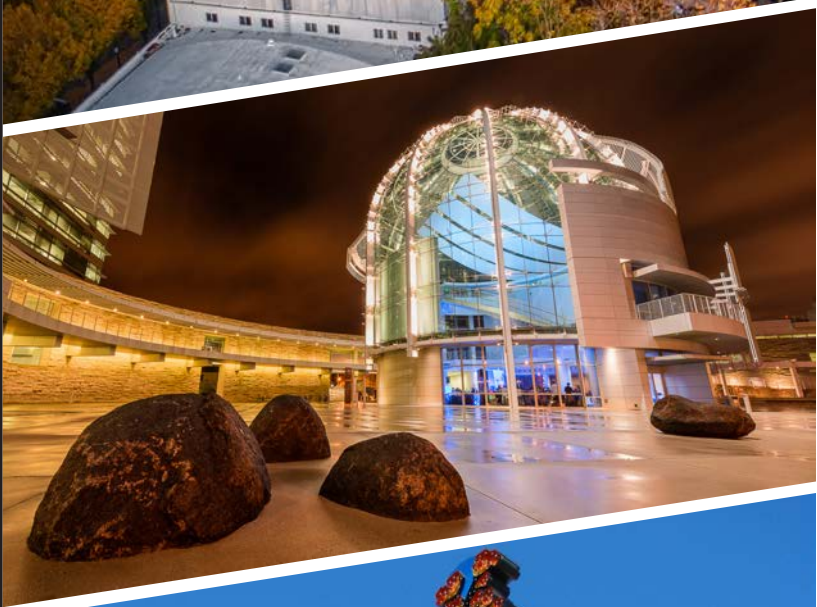
The City of San José

Known as the “Capital of Silicon Valley,” San José is a global center of innovation, culture, and opportunity. Home to nearly one million residents and 80,000 businesses, the city is Northern California’s largest and one of the nation’s most diverse major cities. From global technology leaders and pioneering startups to advanced manufacturing and a highly educated workforce, San José helps shape the future of innovation.

San José offers an exceptional quality of life, with 300 days of sunshine, vibrant neighborhoods, rich cultural diversity, and unparalleled access to the Bay Area’s natural and recreational treasures. A thriving downtown, world-class cultural institutions, renowned universities, and diverse educational opportunities contribute to a dynamic community where people can live, work, learn, and thrive.

With a bold vision for its future, San José is thoughtfully preparing for growth through Envision San José 2040, investing in connected neighborhoods, sustainable development, and a vibrant urban future. More than 40% of residents hold a bachelor’s degree or higher, and people from around the world call San José home.

San José is a city with global influence, extraordinary diversity, and limitless potential—and a community proudly shaping its future.





The City Government

The City of San José is a full-service Charter City and currently operates under a hybrid 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 the executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and ensures the organization delivers high quality services that meet the community's needs. The City actively engages with the community through Council-appointed boards, commissions, and project specific engagement opportunities.

In addition to providing a full range of municipal services including police and fire, San José operates an international airport, a municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, 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 Theatre, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by approximately 7,000 full-time equivalent positions and a total fiscal year 2025-2026 budget of approximately \$6.2 billion. 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 Airport Department

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 approximately 10 million passengers in 2025. 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 for international arrivals. The Airport's 9 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 third 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.

Supported by 232 employees, a \$200 million annual operating budget, and a \$385 million Capital Improvement Program (2027–2031), our mission is to connect, serve, and inspire. 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 2024-2025 Budget Documents and in the SJC Financial Reports.



The Position

San José Mineta International 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 Planning and Development leads a team of 25 FTEs and 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 Capital 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.





The Position (continued)

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.

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.

Leadership Profile

The ideal candidate will be an exceptional, strategic, and inclusive leader with a proven record of delivering results and inspiring others to achieve shared goals. A leader of people and purpose, the candidate will build high-performing teams, empower and develop employees, recognize contributions, and foster a culture of accountability, collaboration, trust, and continuous improvement.

The candidate will lead with clarity, confidence, empathy, and integrity, setting a clear vision and expectations while creating an environment where employees and partners can succeed. A skilled communicator and relationship-builder, the candidate will engage diverse stakeholders, build consensus, navigate complex issues, and make sound, timely decisions. The candidate will balance long-term strategic priorities with operational demands while remaining focused on organizational excellence and community impact. Experience leading large-scale capital programs, including procuring design and construction partners, managing contracts, and delivering against schedule, budget, and performance goals under a variety of project delivery methods, is highly desirable.

Above all, the candidate will be a visible, collaborative, and people-centered leader who values diverse perspectives and embraces San José's rich multicultural community, strengthening connections across the organization and the community it serves.

Qualifying Education and Experience

Training and Experience

Any combination equivalent to successful completion of advanced course work from an accredited college or university in business, public administration, or related field; and six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency. Experience managing a work unit equivalent to a major division within a City operating department is desirable.

Licenses/Certificates

Possession of a valid license authorizing operation of a motor vehicle in California may be required. Certain positions may require possession of a specialized certificate, license, and/or registration related to a specific area of responsibility.





Compensation and Benefits

The annual salary range for this position is \$166,358.66 - \$268,559.46, which includes an approximate five percent (5%) ongoing non-pensionable compensation. Placement within this range will be dependent upon the qualifications and experience of the individual selected. The salary is supplemented by an attractive benefits package that includes, but is not limited to:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS.

Health Insurance – The City contributes 90% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.

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. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public 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 is accrued at the rate of approximately 8 hours per month.

Holidays – The City observes 15 paid days annually.

Deferred Compensation – The City offers an optional 457(b) plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program (EAP) – The City provides a comprehensive range of services through its EAP.

Executive Management Benefits – <https://www.sanjoseca.gov/home/showpublisheddocument?id=21323>

Health Benefits – <https://www.sanjoseca.gov/your-government/departments-offices/human-resources/benefits>



How To Apply

This position will be open from October 22, 2026 and will be closed on November 20, 2026. To be considered, candidates must submit their application online along with the following items:

- A cover letter.
- A resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held.
- List of at least three (3) work-related references (who will not be contacted without prior notice).
- Responses to online questions including the five (5) application questions.

Applications and resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews. A final selection will be made upon completion of comprehensive reference and background checks.

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

Deadline for applications: November 20, 2026

The contacts for this search are:

Rod Dinger, A.A.E.

rod@adkexecutivesearch.com

Theresia Schatz, A.A.E.

sia@adkexecutivesearch.com

The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other consideration made unlawful under any federal, state, or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities.

