



***The City of San José is seeking a proven leader to serve as Assistant Director for its Public Works Department.***

## **THE COMMUNITY**

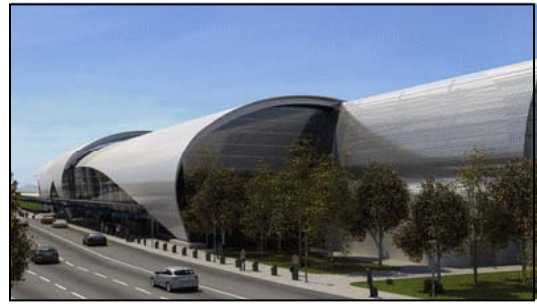


The City of San José, the capital of Silicon Valley, is the third largest city in California and the tenth largest in the nation, with a population of 958,000. San José has been recognized as one of the safest large cities in the United States, one of the nation's best managed cities, and one of the best places for business and careers. Although the region is home to more than 1.5 million people, the area is unique in that there is still development potential and the desire to maintain a high standard of living for all residents.

San José is one of the most diverse cities in the country. Its residents speak at least 46 different languages, and there is no racial majority in the city. San José ranks third in the country in percentage of adults with college degrees (44%), and second in median household income.

San José has long been known for its cultural and recreational activities, including the Tech Museum of Innovation, the Repertory Theater, and the HP Pavilion at San José, which is home to the NHL Sharks. The City has active trail systems and gardens, an extensive parks and recreation system, and innovative community service programs for residents and visitors.

San José and Santa Clara Valley have an effective commuter and light rail system to handle the heavy concentration of businesses, commuter traffic, and density of population. The City operates the Norman Y. Mineta San José International Airport, which has over 200 commercial and general aviation departures daily.



## **CITY GOVERNMENT**

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. The Mayor and City Councilmembers are all elected to four-year, overlapping terms and are limited to two four-year terms. The City Council appoints five Charter Officers: the City Manager, City Attorney, City Auditor, City Clerk, and the Independent Police Auditor. All other appointments are made by the City Manager, although the City Council has confirmation authority for all department directors.

San José enjoys a high degree of civic involvement from its residents and businesses, aided by a strong commitment to open government in all City operations. In community surveys, residents regularly report a high level of satisfaction with San José as a place to live and with the services they received from the City of San José.

## **THE DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works is guided by the City values:

- Integrity
- Excellence
- Innovation
- Collaboration
- Respect
- Celebration

Following a consolidation with the General Services Department in January 2011, the Department has a wide range of responsibilities, including the development and implementation of the City's capital improvement program, management of the City's fleet and facilities assets, engineering review, approval of land development proposals, and animal care and services. The Director's Management Team includes the Assistant Director and Deputy Directors with responsibility for these services. The Department has a staff of 468 with an operating budget of \$76 million.

## **CURRENT ISSUES**

Budget reductions over the past decade have reduced the Department's ability to provide an optimal level of maintenance services for the City's infrastructure. The Department is examining ways to reduce costs, consider different service delivery models, and work closely with partner entities both within and outside the City organization to stretch limited resources to cover the needs.



The City's Capital Improvement Program (CIP) is in the process of completing the last few projects from significant voter-approved bond funding for park, library, and public safety projects, and is moving its focus toward infrastructure projects. These projects include a major rehabilitation project at the City's Water Pollution Control Plant, improvements to the sanitary and storm sewer systems, and assistance with the extension of the Bay Area Rapid Transit (BART) system to San José. The City is currently managing a design-build project to expand the San José McEnery Convention Center.

The City is actively pursuing opportunities for different forms of capital project delivery, after completing a very successful design-build project to improve the Norman Y. Mineta San José International Airport. As the City's lead department for all capital project procurement, Public Works is looking to continue to use innovative approaches that enhance our ability to deliver projects.

The Department is in a partnership with other departments to provide services to the development community. After many years of declining development activity, there are signs of a recovery and the department is positioning itself to facilitate economic development.

In Animal Care & Services, the Department's priority is to continue its progress on cost recovery of the program, coupled with successful program initiatives that are increasing the animal shelter's live release rate while reducing the City's animal population through spaying and neutering. Animal licensing revenue has increased by 89% over the last three years, and the shelter's live release rate set a new record of 68% in 2010, nearly double the national average.



## **THE POSITION**

The duties of the Assistant Director include:

- Teams with the Director as his "right hand man/woman" in leading and managing the Public Works Department.
- Takes responsibility for enhancing the department's services by working successfully with City staff, elected officials, other stakeholders, and the public.
- Models and supports the use of the City values to guide the department's efforts.
- Creates and supports new concepts and innovations to improve operations and service delivery.
- Represents the Department in City Council meetings, community meetings, and intergovernmental and internal meetings as needed.

## **IDEAL CANDIDATE**

The ideal candidate is an accomplished, results-driven executive who has exceptional leadership, communication and interpersonal skills. S/he should have experience with some elements of the department's service portfolio described above, and the ability and willingness to learn the other elements. 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.

### Personal Characteristics and 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 manager who appreciates and welcomes San José's rich multicultural, diverse environment.

Requirements for the position include any combination of training and experience equivalent to completion of a Bachelor's Degree in business administration, public administration, or related field, and seven (7) years of increasingly responsible experience in government or business management and/or administration, operations, or maintenance. Experience at a level equivalent to Deputy Director is desirable.

## **COMPENSATION AND BENEFITS**

The salary range for Assistant Director is from \$104,610 to \$163,066. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an excellent array of benefits, including:

- Retirement - Membership to the Federated City Employee Retirement System with a 2.5% at 55 formula (single highest year); reciprocity with CalPERS.
- Health Insurance – The City contributes 85% towards the premium for the lowest-priced plan for the employee (or the employee and dependent coverage), and the employee pays the remaining 15% of the premium for the lowest-priced plan.
- Dental Insurance – The City provides dental insurance for eligible employees and their dependents in accordance with one of two available plans; City pays 100% of lowest-priced plan or 95% of any other plan for the employee or the employee and dependents. Life Insurance – City pays the full premium for employee coverage equal to 2x the employee's annual salary.
- Holidays – The City observes 14 paid holidays annually.
- Personal Time Off - Vacation leave is accrued based upon years of service, from 120 hours to 200 hours per year. Executive leave of 40 hours is granted annually. Sick leave accrual is equivalent to 8 hours per month.
- Deferred Compensation - The City offers an optional 457 plan.

- Professional Development Program – Up to \$1,000 per year reimbursement
- Long Term Disability – Option to purchase long-term disability insurance to subsidize income in the vent of a non-work related injury or illness.
- Employee Assistance Program (EAP)– The City provides a comprehensive range of services through the EAP.
- 
- Flexible Spending Accounts (Medical/Dependent Care) – City participates in Dependent Care Assistance and Medical Reimbursement Programs

It should be noted that the City is considering changes to its retirement benefits, and further information will be available during the recruitment process.

## **APPLICATION AND SELECTION PROCESS**

If you are interested in pursuing this exciting opportunity, please forward a cover letter with expression of interest and your resume by **February 27, 2012** via e-mail to:

Zoe McChesney  
City of San José, Department of Public Works  
200 E. Santa Clara Street, Fifth Floor  
San José, CA 95113  
Email: [zoe.mcchesney@sanjoseca.gov](mailto:zoe.mcchesney@sanjoseca.gov)

Following the closing date, resumes and cover letters will be screened according to the qualifications outlined above. The most qualified candidates will be invited to a screening interview with the recruitment committee. A selected group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. Following the finalists interview, the most qualified candidate(s) will be invited to meet with the Director. References will be contacted only following candidate approval. Candidates will be advised of the status of the recruitment following selection of the Assistant Director.

If you have any questions, please do not hesitate to contact Zoe McChesney via e-mail at [zoe.mcchesney@sanjoseca.gov](mailto:zoe.mcchesney@sanjoseca.gov)