

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Debra Figone

SUBJECT: AVIATION DIRECTOR
RECRUITMENT

DATE: April 26, 2013

INFORMATION

BACKGROUND

The purpose of this memo is to inform you that the City Manager's Office has launched the nationwide recruitment for our next leader for Mineta San José International Airport following the retirement of Bill Sherry this fall. As part of this effort, we will engage in community and stakeholder meetings during the recruitment process to solicit input regarding the important characteristics for this position. This memo provides an update on the status of the recruitment activity and process.

RECRUITMENT LEADERSHIP

I have selected ADK Executive Search to lead the recruitment, which also led our search for Aviation Director in 2004. ADK specializes in searches for airport management for all sizes of commercial-service airports, and the firm recently has been conducting the recruitment process for the SJC Air Service Development Manager and Deputy Director of Business Development. Over the coming weeks, ADK will be following up with stakeholder groups to obtain input on the key characteristics wanted in the Aviation Director.

While ADK will serve as the City's professional recruiter, I have asked Jeff Ruster, our Director of Strategic Partnerships, to coordinate this effort for me. Jeff will oversee the recruitment and public outreach process, and he will involve other City staff based on their expertise or their relationship with stakeholders. We will engage members of our workforce, Council offices, partner agencies, business partners, and neighborhoods early in the recruitment. Our goal is attract the best-qualified pool of candidates who can meet the position profile and the needs of the Airport and our community, while we maintain a clear, timely, and confidential process.

STAKEHOLDER OUTREACH/INPUT PROCESS

As with our other senior management positions, we seek from our Airport stakeholders what they think are the principal skills, experience, and attributes needed for success in this position, as well as their perspective on the challenges and opportunities for Aviation Director. In order to complete a timely yet extensive recruitment, community engagement must be efficient at the beginning.

We have developed a brief online survey that will be placed on the City's website, www.sanjoseca.gov, for the entire month of May. Community responses to the survey, in addition to direct input from the City Council and other stakeholders, will help identify appropriate candidates applying for the position. The input process will include two public meetings: the regular meeting of the Airport Commission at the Airport on May 13; and a community meeting at City Hall in early June. We also will meet with senior and line staff at the Airport, and solicit input from community and business leadership and Airport partners. I will also meet with each Councilmember in the coming month to listen to your suggestions as well.

Where practical, City staff will work with internal and external groups include a discussion of the Aviation Director recruitment on agendas of appropriate meetings as an additional forum. If necessary, we can consider holding additional meetings if practical given the realities of time and resources. Listed below are the key recruitment milestones:

TASK	SCHEDULE
Communication with Councilmembers	May 1 – May 31
Stakeholder and Employee Meetings	May – June
Launch of Nationwide Recruitment Campaign	May 1
Council Consideration of Position Policy Statement and Questions	June 3
Initial Screening and Review Presentation of Candidates	June
Panel Interviews with Candidates	June
Council Ratification	August

CONCLUSION

This recruitment and appointment of a new Aviation Director is a high priority for me personally. Bill Sherry, our current Director of Aviation, has provided invaluable leadership during a period of great change at our Airport. He has built a strong foundation for the future, and will be retiring in September. It is my goal is to have our new Aviation Director identified and selected by August before Bill leaves so that we can have a smooth transition.



Debra Figone
City Manager

For question please contact Jeff Ruster, Director of Strategic Partnerships, at 408-535-8183.