



# Division Manager

Airport Capital Improvement Program - Public Works

Apply for an opportunity to plan a major role in physical development of a major city's airport. Professionals with experience in engineering or architecture are encouraged.



## EXECUTIVE RECRUITMENT



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## THE CITY

San Jose is the 10th largest city in the country. The City is known as the "Capital of Silicon Valley" and plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 178 square miles, 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, Samsung, and eBay, as well as start-ups and advanced manufacturing.

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 Mountains; the nearby 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.

The San José area today is powered by one of the most highly educated and productive populations in America. Nineteen (19) public school districts and 300 private and parochial schools provide educational choices. Nearby universities include San José State University, Santa Clara University, Stanford University, and three University of California campuses. 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.

The downtown area is home to modern high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs and the newly planned Google campus to be built. Inquiring minds are served by the Tech Interactive, the Museum of Art, and many local galleries and venues.

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.

## DIVISION MANAGER Airport Capital Improvement Program - Public Works

SAN JOSE, CA (pop. 1 million plus) is conducting a national search for an innovative leader to manage the \$200 million San Jose Mineta International Airport (SJC) capital improvement program, including large scale improvements, oversight of the Measure T Bond Program Development, and the oversight of the Public Works Department internal Training and Development Program.

If you are a proactive, innovative, high-energy manager and are looking for a high public service position with high reward career opportunity, you are an ideal candidate to become the next Division Manager for the capital improvement program for the SJC Airport.



[View the City's  
Mission and  
Core Values](#)

## CITY GOVERNMENT

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 ten (10) Council Members elected by district and a Mayor elected at large. The City Manager and the executive team provide strategic leadership that supports the policymaking roles of the Mayor and the City Council and challenges the organization to deliver high quality services that meet the community's needs. The City actively engages with members of the community through Council-appointed boards and commissions.



In addition to providing a full range of municipal services, San José operates the SJC international airport, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, the 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.

The City's operations are supported by 6,592 full-time equivalent positions and a total budget of approximately \$5.3 billion for the 2022-2023 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure 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](http://www.sanjoseca.gov) and <https://www.sanjoseca.gov/your-government/departments-offices/office-of-the-city-manager/budget/budget-documents>.



## PUBLIC WORKS DEPARTMENT

The Public Works Department provides a wide array of services that are integral to the successful planning, operations, maintenance and economic development of the City of San José, delivered in an exceptional manner. The Department consists of staff that provide design review, permit approval, construction management and inspection of various projects, including roadways, parks, libraries, fire stations, utility infrastructure and private development. The Department of Public Works is guided by the City's values:



### Mission Statement:

To provide excellent service in building a smart and sustainable community, maintaining and managing the City's assets, and serving the animal care needs of the community.

### Vision Statement:

Building the best public facilities through collaboration and innovation.



Public Works is one of the largest Departments in the City of San José and consists of a staff of 624 with an annual operating budget of \$154 million. The Department has a wide range of responsibilities, including a primary role in the development and implementation of the City's \$3.3 billion capital improvement program, management of the City's fleet and facilities assets, and planning and construction of the San Jose International Airport facilities.

Public Works is focused on creating greater opportunities for San Jose residents by addressing service needs, streamlining service delivery methods, and partnering with entities both within and outside of the City organization. Public Works is organized into functional Divisions:

- Administrative Services Division
- Animal Care & Services
- City Facilities Architectural Services
- Development Services
- Engineering Services
- Equality Assurance
- Facilities Management
- Fleet Management
- Transportation and Hydraulics Services
- PW Airport CIP

The Department is a primary leader within the City's Capital Improvement Program (CIP), with a focus on voter-approved improvements projects such as the \$650 million Measure T Program along with Airport CIP, which the new Division Manager will administer.

## SAN JOSE MINETA INTERNATIONAL AIRPORT (SJC)

San José Mineta International Airport (SJC) is a self-supporting enterprise owned and operated by the City of San José. Fueled by a culture of innovation, SJ is the Bay Area's easiest and most dependable airport due to its medium size, simple layout, temperate climate, and inland location. SJC is a convenient gateway to Northern California and the Silicon Valley region, providing nonstop service across North America and to Europe and Asia.



SJC serves 13 million passengers annually. SJC is the nation's fastest growing airport and emerged from the pandemic distinguished as the first US Airport to receive accreditation by the Global Bio-risk Advisory Council (GBAC) for its commitment to the highest levels of safety and cleanliness.

SJC is less than four miles from the city center. The location near downtown is convenient, yet future expansion opportunities provide unique challenges. Providing capital project programs for the Airport can be demanding due to Federal Aviation Administration (FAA) grant approvals and timelines.

The Airport Director was named one of the top 100 most powerful influencers in Silicon Valley recently. [New Look, Same Simple Airport | San Jose International \(flysanjose.com\)](#)

## THE DIVISION MANAGER POSITION

The former incumbent in this position was recently promoted to the Deputy Director's role. The new Division Manager will report directly to the Deputy Director of Public Works and will manage a growing team of nine (9) skilled engineers, architects, and analysts. The successful candidate will be a registered professional engineering and/or architect. The Division Manager is responsible for assisting in the planning, organizing, directing and coordinating operational and administrative service functions within the Division and assisting executive and senior management in the formulation and implementation of department policies and procedures. The Division Manager is responsible for overseeing of total project management: from forecasting, planning, design, engineering, bidding, and construction management through to ribbon cuttings. The Division Manager position performs work of considerable difficulty including:

1. Hiring and retaining staff to assist on-time delivery of projects that meet budget will be key. DEI sensitivity and implementation practices are required
2. Lead and manage the Training and Development team to create consistent project management practices and improvement in our contractor outreach program
3. Leadership, coordination, and enhancement for airport capital activities between the Airport Board, the Public Works departmental divisions, elected officials, other stakeholders, and the public, using the City's values as a guide
4. Leading the majority of the \$650 million Measure T Program which builds projects to improve Disaster Preparedness, Public Safety, and Infrastructure. [The latest status report can be found here.](#)
5. Building capital infrastructure in partnership with and creating opportunities for small and local businesses to participate in public works projects. Design/build methodology is often used while guiding contractors and the overall team.
6. Directing special Airport strategic planning programs
7. Presents reports and information to the City Council, boards, committees, and other divisions or departments as necessary
8. Represents the Department of Public Works in a variety of airport interdepartmental and intergovernmental matters
9. Maintain compliance with all applicable regulations and to use sound airport engineering principles to achieve team effectiveness in project delivery

### Note:

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should [apply](#) to ensure you are considered for additional related opportunities that may utilize the applicants from this recruitment.

[JOB DESCRIPTION](#)

[CAPITAL IMPROVEMENT PROGRAM \(CIP\)](#)



## THE IDEAL CANDIDATE

The ideal Division Manager will be experienced in bringing capital projects from start to finish, will be a fast learner, nimble, diplomatic, and have a demonstrated capability of working with multiple stakeholders. The ideal person will also enjoy working with a multitude of stakeholders as partners in the delivery of airport capital improvements that will return everlasting credit to the new Division Director's capabilities and career.

An in-depth knowledge of employing airport industry standard specifications, municipal codes, and engineering principles is desired. Identifying opportunities to streamline the project planning, design, and management processes will be a mark of their success. A strong focus on customer service and partnering with other departments and agencies is essential.

The Division Manager will need to balance the demands of quality, speed, and cost with regard to the development and rapid implementation of the Airport's Capital Improvement Program. The customary process is to deploy design/build methods and needs appropriate leadership. The Department's priority of "Building our City together with our Community" by focusing on promoting local worker and local/small business participation on our projects must be a priority for the selected candidate.

Leadership and interpersonal skills include the ability to manage nine (9) professionals and multiple consultants to troubleshoot problems and work toward mutually beneficial solutions. Listening and writing well, being thoughtful, diligent, and strategic are essential. A politically astute individual is desired who will possess the talent for listening to and balancing various perspectives in developing the most effective and efficient solution. Effective cooperation with the Departments of Airport, Environmental Services, Fire, and Transportation, elected officials, and community stakeholders is paramount.

## COMPETENCIES

The ideal candidate will possess the following competencies, as demonstrated through their employment history:

**Job Expertise:** Demonstrates knowledge of, and experience with, applicable professional/technical principles and practices, citywide and departmental procedures/policies, and federal and state rules and regulations --including knowledge or experience related to:

- Experience in large capital project budget preparation and administration
- California Environmental Quality Act (CEQA) or comparable requirements
- Experience in human resource management, including employee recruitment, retention, and organizational development
- Design/Build capital project delivery
- Design, review, and construction of public infrastructure, such as airport/airfield and/or public roads and facilities
- Understanding the use of engineering or architecture technology

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

**Communication Skills:** Communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form. Ability to effectively present ideas orally and in writing.

**Management:** Evaluates priorities to ensure that the "true" top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.

**Political Skills:** In taking action, demonstrates an understanding and consideration of how their actions will impact stakeholders and affected areas in the organization.

**Problem Solving:** Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

**Customer Service:** Approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

**Conflict Management:** Uses appropriate interpersonal styles and methods to resolve conflict that arises from the varying opinions on project issues/outcomes.

**Fiscal Management:** Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

**Teamwork / Interpersonal Skills:** Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Use of diversity, equity, and inclusive principles required.



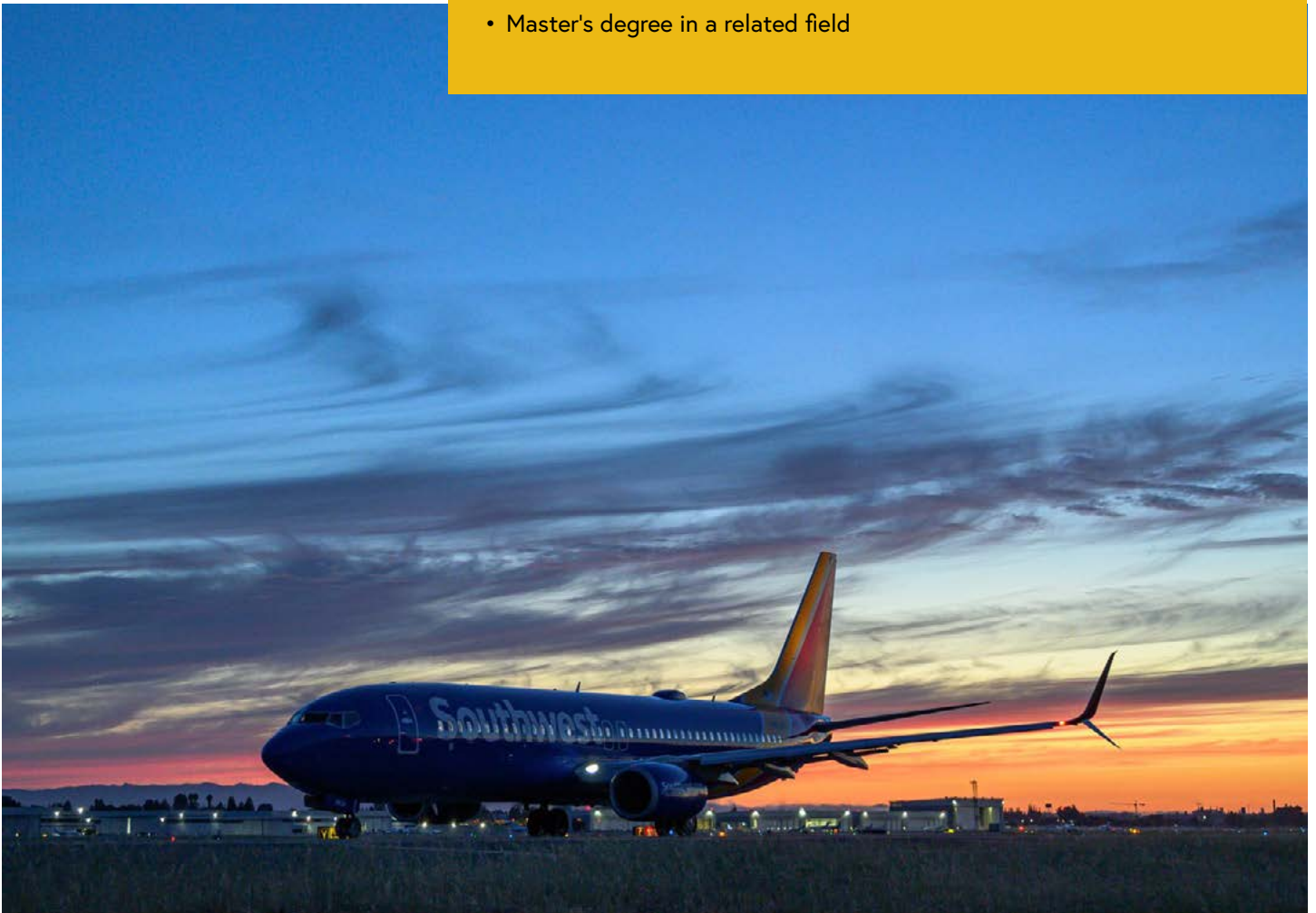


## REQUIRED EDUCATION AND EXPERIENCE

- **Education:** Bachelor's degree in engineering, architecture, or a similar field.
- **Experience:** Six (6) years of progressively responsible professional experience in managing public infrastructure engineering, capital project delivery, program administration or equivalent
- **Supervision:** Three (3) years of supervisory experience.
- **Licenses or Certificates:** Positions require being a registered professional engineer or architect and being capable of securing a valid CA driver's license
- **Employment Eligibility:** Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor.
- **Vaccinations:** Pursuant to the [City's Covid-19 Mandatory Vaccination Policy](#), the City of San Jose requires all new hires to provide proof of Covid-19 vaccination as a condition of employment absent a documented medical and/or religious exemption.

## PREFERENCES

- Knowledge and familiarity with Federal Aviation Administration (FAA) policies related to grants and airport construction and project management
- Management experience in an equivalent major division within a City
- Master's degree in a related field





## COMPENSATION AND BENEFITS

The salary range is \$123,762.00 - \$195,903.66 base pay, DOQ/E, including five percent (5%) on-going non-pensionable pay. With this 5% non-pensionable, the actual pay rate is: \$129,950.08 - \$205,699.00. Remote work two days per week. The City also 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 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.

**Dental Insurance** – The City contributes 100 percent 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 is accrued at the rate of approximately 8 hours per month.

- **Holidays** – The City observes 15 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.
- **Remote Work** - Some remote work flexibility is available yet three days minimum are currently required in the office.



## APPLICATION AND SELECTION PROCESS

Deadline is October 9, 2023. Apply online at [www.GovHRJobs.com](http://www.GovHRJobs.com). Submit a cover letter, resume, and answers to the questions [here](#), plus three (3) work-related references (who will not be contacted without prior notice). Save the possible interview dates: November 3rd (virtual) and December 1st (in-person). Contact [rcotton@govhrusa.com](mailto:rcotton@govhrusa.com) for questions or call 847-380-3240, ext. 114.

City of San Jose is an equal opportunity employer. Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application. EEOC. For more information on employee benefits, [visit the City's benefits website](#).



### Online Questions

Do you have a bachelor's degree? If yes, please indicate the field of study and the college or university from which you obtained your degree.

Do you have six (6) years of progressively responsible professional experience in managing public infrastructure engineering, land use permitting, capital project delivery, program administration or equivalent? If so, describe your experience.

Do you have at least three (3) years of experience supervising or leading staff or project teams? If so, describe your experience.

Provide the licensure number(s) for their registered professional engineer or architecture license.

There is a 4,000-character limit for each response.

### Cover letter directions

Describe how your education and experience makes you the best candidate for this position, please be sure to include any experience in the following areas:

- Managing and delivering capital projects
- Budget planning and monitoring of various programs and projects
- Leading a work unit to achieve a common goal
- Having knowledge and experience related to an airport capital improvement program or similar industrial facility

Your cover letter should be one to two pages. This response will also be used to evaluate your written communication skills.

Candidates whose backgrounds best match the position will be invited to advance in the selection process.