



Assistant Director of Public Works



The City of San José

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. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music and theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

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.



The 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 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 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 approximately 7,040 full time equivalent positions and a total budget of over \$6.0 billion for the 2023-2024 fiscal year. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

The Public Works Department

The Public Works Department mission is to provide excellent service in building a smart and sustainable community, maintaining and managing city assets, and serving the animal care needs of the community.

The Public Works Department provides six core services:

- » **Animal Care and Services:** Promote and protect the health, safety and welfare of animals and people in the City of San Jose.
- » **Facilities Management:** Provide safe, efficient, comfortable, attractive and functional buildings and facilities.
- » **Fleet and Equipment Services:** Manage operations which provide a safe and reliable fleet of vehicles and equipment.
- » **Plan, Design, and Construct Public Facilities and Infrastructure:** Plan, design and construct public facilities and infrastructure with capital procurement, material testing, inspection, and Land Surveying Services.
- » **Regulate/Facilitate Private Development:** Review private development to ensure that new development contributes to the safety and welfare of the residents as well as the City's economic development.
- » **Strategic Support:** Financial and Contractual Administration, Technology & GIS Services, Human Resources and Labor Compliance.

Public Works is one of the largest Departments in the City of San José and consists of a staff of 668 with an annual operating budget of \$203 million. The Department has a wide range of responsibilities, including the development and implementation of the City's capital improvement program – the City's 2023-2024 Adopted Capital Budget totals \$1.9 billion – management of the City's fleet and facilities assets, engineering review and approval of land development proposals, and animal care and services. The Director's Management Team includes the Assistant Director and five Deputy Directors with responsibility for these services.

The Department is organized into eleven functional areas: Animal Care and Services, City Facilities Architectural Services, Development Services, Engineering Services, Facilities Management, Fleet Management, Labor Compliance, Radio and Communications, Technology Services, Transportation and Hydraulics Services, and the Director's Office/ Administrative Services.

The Position

The City of San José is seeking a skilled and innovative leader who can thrive in an environment wherein its leaders solve complex, multi-department challenges as One Team.

The Public Works Assistant Director reports to and serves as a key advisor to the Public Works Director. The Public Works Assistant Director supports the Public Works Director to ensure that the department is organized, the programs planned, designed, constructed and maintained to operate all aspects of the City and fulfills these operational missions with effective, efficient and quality services. The Assistant Public Works Director plays an integral role leading and sustaining an accomplished team in supporting the following eight enterprise priorities which are the primary focus of the City over the next few years:

- » **COVID-19 Pandemic: Community and Economic Recovery**
- » **Clean, Vibrant, and Inclusive Neighborhoods and Public Life**
- » **Resilient and Sustainable City Infrastructure and Emergency Preparedness**
- » **Building the San José of Tomorrow with a Downtown for Everyone**
- » **Ending Homelessness**
- » **Strategic Fiscal Positioning and Resource Deployment**
- » **Safer San José**
- » **Powered By People**

More information about the City's Enterprise Priorities can be found here:

<https://www.sanjoseca.gov/your-government/departments-offices/office-of-the-city-manager/enterprise-priorities>

Current Focus and Priorities

Public Works is the City's lead department for project delivery within the Capital Improvement Program (CIP). The City's current 5-year CIP consists of a wide variety of City infrastructure improvements in both traditional areas such as roads, sewers, and parks, as well as many other special programs such as the Mineta San José International Airport, the San José-Santa Clara Regional Wastewater Facility, and City's award-winning trail network. The CIP includes a current year budget of 1.9 billion amongst the various programs. In addition, the City's infrastructure fabric (particularly Downtown) is expected to substantially transform over the next decade with the continuation (Phase 2) of the BART extension to San Jose, the High Speed Rail project, and the Diridon Station area.



© San Jose Fire Department

Public Works is also an essential partner with other Departments such as Planning, Building, and Code Enforcement and the Fire Department in providing service to the development community. With a focus on facilitation of development projects, Public Works strives to provide expeditious and high-quality services. In addition to the above core priorities, as the Fleet and Facilities manager, Public Works has a strong focus on operating and maintaining these key City assets as well as leading the conversation to an electric powered fleet. An aging inventory with significant deferred maintenance and backlogs has led to the need for prescribing strategic and prioritized investments and prioritization in keeping the assets functioning safely and efficiently, with an ever-watchful eye toward sustainability

The Animal Care and Services Division (ACS) provides shelter and field services to the City of San José, as well as the cities of Cupertino, Milpitas, Saratoga and the Town of Los Gatos. Over 15,000 animals per year are served by our shelter and the team is extremely focused on partnering with the community to ensure positive outcomes for our animals.

The Ideal Candidate

Executive success in the City culture is defined by an ability to sustain work that delivers on the City's values: Quality and Excellent Customer Service; Empowerment and Accountability; Collaboration and Communication; Racial Equity; Community and Employee Engagement; and Championing Our Employees. To produce those outcomes, the next Assistant Director of Public Works must have exceptional political awareness and professionalism; an understanding that Assistant Directors are representatives not just of their department, but also the City Manager; a history of successfully managing all aspects of public facilities; consistent policy adherence; a record of success and support of others; impeccable ethics and integrity, and effective focus and prioritization in coordination and facilitation with peers and partners in a matrix-management form of governance.

The City of San José seeks experienced and passionate municipal public works executive candidates who...

- » Are fantastic articulators of and believers in the City's vision, and a credible communicator within the City organization, with the Mayor and City Council, and with the public.
- » Have proven ability to manage the strategic, tactical, and day-to-day needs of a complex organization.
- » Are proven leaders with a passion for working in a fast-paced, high profile, detailed, and progressive environment.
- » Define their leadership style in collaboration and integrity of the highest levels.
- » Demonstrate a record of mentoring, working on, and developing a strong team.
- » Exhibit proven resourcefulness and creativity in resource-constrained environments.
- » Organize teams and resources toward meeting objectives that support organizational goals.
- » Anticipate problems and proactively prevent and resolve challenges.
- » Assume willingly responsibilities for outcomes, taking on initiatives as needed by the organization.
- » Develop deep trust by communicating honestly, collaborating, and delivering equitable outcomes with all levels of the organization and with stakeholders in the community.
- » Provide leadership, appreciation, and advocacy to enhance organizational effectiveness to ensure the City is serving the community.
- » Demonstrate a consistent commitment to equity and inclusion, including the use of equity tools in the deployment of technology resources.
- » Engage diverse teams and communities in a culturally competent manner.
- » Build confidence and trust in the Public Works Department, nourishing and fostering relationships with other City departments, and with the community and key stakeholders.
- » Plan, design, construct, maintain, and operate all aspects of public and private facilities with a focus on building reliable and resilience infrastructure and contributing to the long term restoration of the surrounding natural environment.
- » Build the Team capable of delivering the changes needed to safeguard the city's critical infrastructure



Education and Experience

Any combination of training and experience equivalent to a Baccalaureate Degree from an accredited college or university in business administration, public administration, or related to the business performed by the department and seven (7) years of increasingly responsible experience in business management and/or administration, operations or maintenance. Experience at a level equivalent to a Deputy Director is desirable.

Possession of a valid license authorizing operation of a motor vehicle in California may be required.

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers is highly desirable.

Compensation and Benefits

The salary range for this position is **\$170,138 to \$274,847** per year. This position also receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The actual salary will be determined by the final candidate's qualifications and experience.

In addition, the City 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% towards the premium of the lowest cost non-deductible plan. There are several plan options offered.
- » **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. 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** – 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.
- » **Technology Stipend** – The City provides a technology stipend of \$90 per month.

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

Federal Law requires all employees to provide verification of their eligibility to work in the 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.



■ Application & Selection

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted without prior notification) by **Friday, October 27, 2023**. Résumé should reflect years and months of employment, beginning/ending dates, and size of budgets and staff managed.

Please go to our website to submit your application: <https://www.cpsr.us/recruitment/2259>.

For further information, contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a preliminary interview with the consultant. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interviews and selection activities. **City first-round interviews are tentatively scheduled for the week of November 6, 2023**. Appointment will be made following comprehensive reference and background checks.

The City of San José is an equal opportunity employer.