



Assistant Director

Unique Opportunity

This is a unique opportunity to play a lead role in the transformation of San Jose's transportation system. We are looking for someone with vision, perseverance, and a strong desire to make a positive change as part of local government.

THE CITY

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 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than 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, 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; 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, live theater, cafes, restaurants, and nightclubs. 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.

City operations are supported by more than 7,000 positions and a total budget of approximately \$6.3 billion for the 2023-2024 fiscal year. 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.

DEPARTMENT OF TRANSPORTATION

The Department of Transportation (DOT) has over 500 employees and a current year Operating and Capital Budget of \$1.1 billion. DOT is a customer-focused, goal-oriented organization responsible for services that provide for the safe and efficient movement of people by all travel modes. It plans and programs capital improvements for pedestrians, bicyclists, motorists, and transit users to meet the needs of residents and businesses; operates the City’s parking and traffic systems in a manner that is sensitive to community needs; and repairs and maintains the City’s assets in 2,500 miles of street right-of-way including a massive infrastructure of streets, sidewalks, landscaping, traffic devices, streetlights, sewers and storm drains.

To learn more about the Department of Transportation and their current projects, visit: <https://www.sanjoseca.gov/your-government/departments-offices/transportation>



THE POSITION

This position reports to the Director. The Director's office senior leadership team also includes three Deputy Directors, an Administrative Officer, and Public Information Manager, who manage the following:

- » Infrastructure Maintenance
- » Transportation Planning and Project Delivery
- » Transportation Safety, Operations, and Parking Services
- » Administrative Services
- » Public Information

This position will be responsible for assisting the Director with providing direction to and oversight of managers leading these teams. This position will also be responsible for providing direction to and oversight of the department's Information Technology Manager and Racial Equity and Inclusion Manager.

This position will also be involved in the City's Emergency Operations Center (EOC), leading the coverage of department support in various EOC branches, deployment of field staff during emergencies, and continued refinement and improvement of the Department's emergency response.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced individual with strong leadership, communication, interpersonal, and effective team building skills, as well as be politically astute and focused on providing services that measurably achieve City and department goals. The ideal candidate should have a proven track record of building strong collaborative relationships with elected officials, City staff, the community, and regional agencies. In addition, the ideal candidate should have a background in transportation engineering or planning, traffic operations, civil engineering, or infrastructure maintenance.

Education, Certifications, and Experience:

- » Requires a bachelor's degree from an accredited college or university in transportation engineering, civil engineering, business administration, public administration, or closely related field.
- » Seven years of increasingly responsible experience in transportation engineering, planning and/or traffic operations, business management and/or administration, or infrastructure maintenance. Experience at a level equivalent to a Deputy Director is desirable.
- » Possession of a valid license authorizing operation of a motor vehicle in the State of California may be required.
- » Candidates with a combination of public and private sector work experience from transportation engineering, traffic operations, civil engineering, transportation planning, or infrastructure maintenance is highly desirable.



COMPENSATION AND BENEFITS

The approved salary range for this position is **\$170,138.54 - \$274,847.82** (includes the 5% non-pensionable pay). The actual salary shall be determined by the final candidate's qualifications and experience.

- » **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.
- » **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- » **Leave Hours** – 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 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.

For more information on employee benefits, visit the City's benefits website:

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





APPLICATION PROCESS AND RECRUITMENT SCHEDULE

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 the first resume review date of **January 3, 2024**. 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.cpshr.us/recruitment/2280>

For further information, contact:

CPS HR  **CONSULTING**

Pam Derby

(916) 471-3126

Email: pderby@cpshr.us

Website: www.cpshr.us

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. Appointment will be made following comprehensive reference and background checks.

The City of San José is an equal opportunity employer.