



Deputy Director Public Works



Apply for an opportunity to play a major role in the ongoing and future physical development of a great city. Professionals with experience in engineering and/or development services are encouraged to apply.



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 Jose 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 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 today 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. There are 40% 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 ten Council Members elected by district and a Mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking 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 members of 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 international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, 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.

THE CITY

Known as the "Capital of Silicon Valley," the City of San José plays a vital economic role anchoring the world's leading region of innovation. Encompassing 181 square miles at the southern tip of San Francisco Bay, and with nearly one million residents, San José is Northern California's largest City and the 12th largest city in the nation. 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. 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 modern high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Interactive, the Museum of Art, and

City operations are supported by approximately 7,040 full time equivalent positions and a total budget of over \$6 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.

PUBLIC WORKS DEPARTMENT

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

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 a primary role in the development and implementation of the City's capital improvement program – the City's 2023-2024 Adopted Capital Budget totals \$1.9 million - management of the City's fleet and facilities assets, engineering review and approval of land development proposals, and animal care and services.

Public Works is focused on creating greater opportunities for San Jose residents by addressing service needs,

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

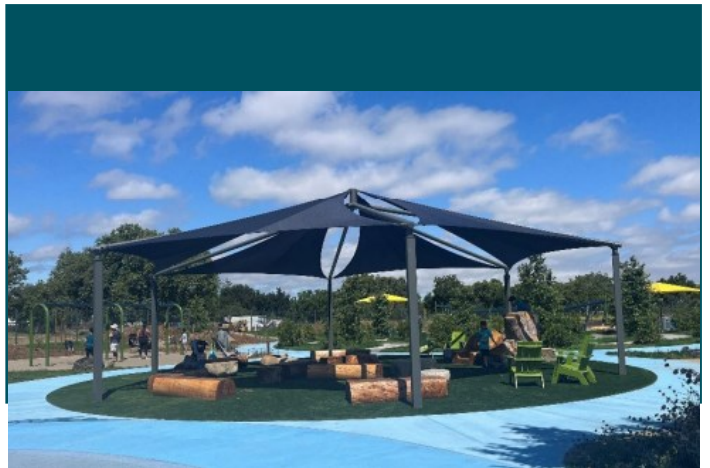
streamlining service delivery methods, and partnering with entities both within and outside of the City organization. Public Works is organized into eleven functional areas: Animal Care and Services, City Facilities Architectural Services, Development Services, Director's Office/ Administrative Services, Engineering Services, Facilities Management, Fleet Management, Radio Communications, Labor Compliance, Technology Services, and Transportation and Hydraulics Services. The Director's Management Team includes the Assistant Director and five Deputy Directors with responsibility for these services.

The Department is a primary leader within the City's 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 San José Mineta International Airport, the San José-Santa Clara Regional Wastewater Facility, and the 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 José, the High-Speed Rail project, and the Diridon Station area.

Public Works is also an essential partner with other Departments such as Planning Building, and Code Enforcement and the Fire Department in providing services 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 to 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 POSITION

The Deputy Director reports to the Director and Assistant Director of Public Works and is one of two Deputy Directors primarily focused on capital delivery (“CIP Deputy Directors”). The CIP Deputy Directors provide leadership and direction to the services and functions in various divisions they oversee.

The responsibilities of the CIP Deputy Directors include but are not limited to:

- Ensuring that our city infrastructure is built in partnership with our community. This includes but is not limited to, promoting and creating opportunities for small and local businesses to participate in public works projects.
- Ensuring that the Public Works project delivery staff have the proper training and tools to deliver projects in our community; Partner with other city departments in the delivery of the City’s 2023-2024 Adopted Capital Budget totals \$1.9 million capital improvement program.
- Lead and manage 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, <https://sanjose.legistar.com/View.ashx?M=F&ID=12354332&GUID=E97EAD34-02C1-4B15-8D4A-3FAEF3C0D996>
- Provide Executive Leadership to the Citywide Capital Improvement Program, the latest Status Report can be found here, <https://sanjose.legistar.com/View.ashx?M=F&ID=12401885&GUID=BD104B62-2C54-4D4E-9259-5DABDC71952F> .
- Lead and manage the CIP Partnership between Public Works and the Airport Department to manage the workload and CIP projects at the San Jose International Airport.
- Lead and manage the CIP Partnership between Public Works and the Environmental Services Department to

manage the construction side of the Regional Wastewater Facility renovations.

- Lead and manage the CIP Partnership between Public Works the Housing Department, and the City Manager’s Office to manage the workload and CIP projects for the Interim Housing initiative.
- Lead and manage the CIP Support Division, which oversees the standardization of Department project management practices, the Training and Development team to create consistent project management practices and improvement in our Contractor outreach program.
- Plan, direct, counsel, provide guidelines and track progress of the CIP Program toward the achievement of City and Departmental goals and objectives.
- Work closely with other divisions and departments within the City to ensure the Department provides excellent customer service and partners with them in delivering services to residents.
- Take responsibility for enhancing the Department’s services by working successfully with City staff, elected officials, other stakeholders, and the public, using the City values as a guide.
- Create and support new concepts and innovations to improve operations and service delivery.
- Represent the Department in City Council and Committee meetings, community meetings, and intergovernmental and internal meetings as needed.

The primary responsibilities at this time are to lead the Interim Housing development team, the Measure T program, the CIP training and development group and the Airport Department Capital Improvement partnership. It is likely that these responsibilities will remain the same in the near term. However, since the department has two deputy director positions overseeing the CIP program, responsibilities may shift over time depending on skills, interests, and priorities.





IDEAL CANDIDATE

The Deputy Director must be focused on the success and well-being of our employees. The Deputy Director will need to balance the demands of quality, speed, and cost with regard to the development and implementation of the Capital Improvement Program. An in-depth knowledge of employing industry standard specifications, municipal codes, and engineering principles is highly desirable. Identifying opportunities to streamline the project planning, design, & management processes will be a mark of success. A strong focus on customer service and partnering with other departments, agencies and the public must be exemplified and filtered down throughout the organization.

Desirable interpersonal skills include the ability to troubleshoot problems and work toward mutually beneficial solutions. It will be imperative to maintain compliance with all applicable regulations and sound engineering principles while achieving effective project delivery. A politically astute individual will possess the talent for balancing various perspectives in developing the most effective and efficient solution. Effective cooperation with the Departments of Airport, Environmental Services, Fire, Parks & Recreational Services, Police, and Transportation, elected officials, and community stakeholders is paramount.

EDUCATION AND EXPERIENCE

- A Bachelor's degree from an accredited college or university in business, public administration, engineering or related field;
- Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency;

- Experience managing a work unit equivalent to a major division within a City operating department is highly desirable.

COMPENSATION AND BENEFITS

The annual salary range for the Deputy Director is from **\$141,489.40 - \$228,411.82**. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable compensation.

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.

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 48 hours is granted annually and depending upon success in the Management Performance Program, could increase up to 88 hours. Sick leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 15 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts (Medical/ Dependent Care) – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Life 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 (EAP) – The City provides a comprehensive range of services through the EAP.



APPLICATION AND SELECTION PROCESS

This position is posted through **11:59 p.m. on Monday, February 26, 2024**. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment, plus staff and budgets managed) and cover letter, to:

Janie Saetern
City of San Jose
Department of Public Works
Email: Janie.Saetern@sanjoseca.gov

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to first-level interviews conducted by a screening panel, and may be asked to submit written responses to questions that will be provided prior to the first interview. Following the first-level interviews, the most qualified candidate(s) will be invited to meet with the Director of Public Works. Candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions regarding this opportunity, please contact **Janie Saetern**.

City of San Jose is an equal opportunity employer.

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

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

