

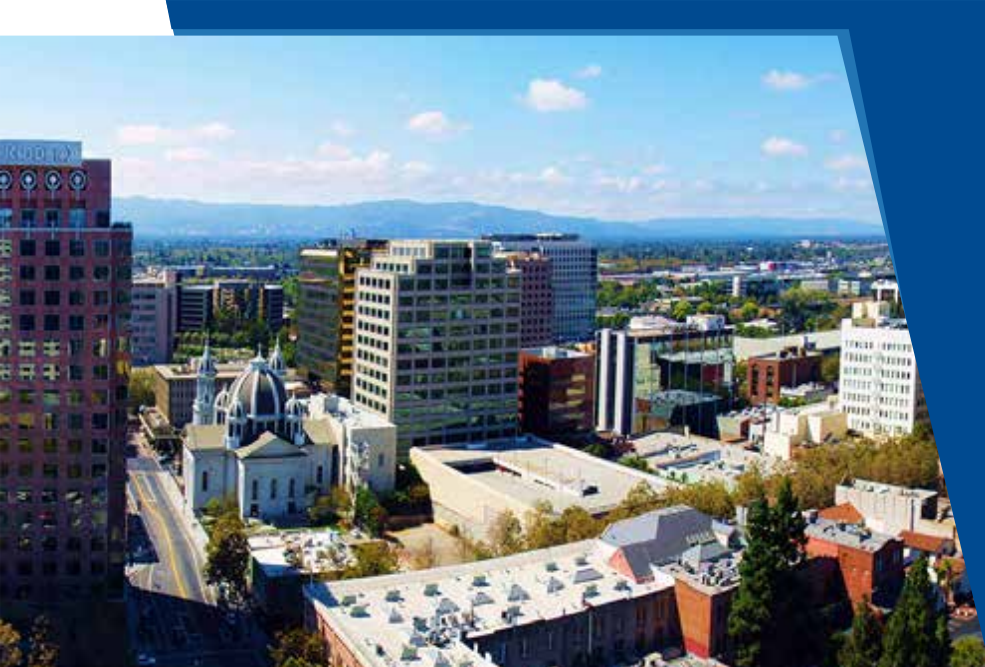
CITY OF SAN JOSE
DEPARTMENT OF TRANSPORTATION

Deputy Director

INFRASTRUCTURE MAINTENANCE (IM)



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 a local government.



THE CITY OF SAN JOSE

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 13th 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.

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 is powered by one of the most highly educated and productive populations in the United States. 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 ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his 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. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. 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 airport, a 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 San José Sharks.

City operations are supported by 6,647 full-time equivalent positions and a total operating and capital budget of \$5.12 billion (for the 2022-23 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and maintaining its consistently 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 website at www.sanjoseca.gov.

DEPARTMENT OF TRANSPORTATION

The Department of Transportation (DOT) has approximately 537 employees and a current year Operating and Capital Budget of \$514 million. 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, as well as playing a vital role in our community forest.



THE POSITION

Reporting to the Director's Office, the Deputy Director of Infrastructure Maintenance (IM) will lead a team of approximately 300 people and be responsible for strategic planning, innovation, and execution of key programs and initiatives to include but not be limited to:

- The region's largest pavement maintenance program, which provides over 250 miles of resurfacing and street-sealing work annually while repairing 5,000 potholes
- The City's first forestry program, charged with planting over 2,000 trees per year and exploring partnerships and process that result in the restoration of San José's tree canopy
- The operations and maintenance of the City's storm and sanitary sewer systems, performing proactive cleaning and maintenance while overseeing the street sweeping program and leading storm response efforts
- Leading in the maintenance of over 65,000 streetlights and 960 traffic signals as well as all signs and markings to support traffic and pedestrian safety
- Ensure meaningful engagement with council offices, community groups, technical bodies, and taskforces. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Experience within the last 5 years is highly desirable on the following:

- Direct experience in large team leadership, fostering self-directing teams in a large and complex organization, and managing a diverse workforce
- Expert personnel management skills, including staff development, coaching, and hiring
- Direct management and responsibility for overseeing maintenance projects within deadlines and established budgets and meeting stakeholder expectations
- Identifying and collaborating with stakeholders including peers, non-profit organizations, elected officials, and residents
- Direct responsibility for and success in attainment of (1) high customer satisfaction (2) reliability, (3) performance, (4) program delivery success.



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 AND EXPERIENCE

- » Any combination equivalent to successful completion of advanced course work from an accredited college or university in business administration, public administration, or closely related field, and
- » Six 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 desirable
- » Possession of a valid license authorizing operation of a motor vehicle in the State of California may be required.
- » Professional Engineering License highly desired but not required
- » 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 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.





COMPENSATION AND BENEFITS

The approved salary range for this position is **\$148,563.74- \$239,832.32** (includes 5% non-pensionable pay). The actual salary shall be determined by the final candidate's qualifications and experience.

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 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>

OTHER IMPORTANT INFORMATION

Upon commencement of employment and subsequently each spring, the incumbent of this position must file the Family Gift Reporting Form together with the Statement of Economic Interest-Form 700. Please view the following link for details related to the State-Required reporting: Form 700 (ca.gov) and the following link for the

City of San José Family Gift Reporting Form: [showpublisheddocument \(sanJoseca.gov\)](http://showpublisheddocument.sanjoseca.gov).

APPLICATION AND SELECTION PROCESS

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 in the early stages of the process) by Wednesday, 7/3/24 to Carolyn Landon-Ramirez at carolyn.landon-ramirez@sanjoseca.gov. Résumé should reflect years and months of employment including beginning/ending dates.

For further information please contact:

Carolyn Landon-Ramirez
DOT Human Resources Manager
carolyn.landon-ramirez@sanjoseca.gov

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed most qualified will be invited to participate in interview and selection activities. An appointment will be made following comprehensive reference and background checks.

The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities..

