



NORMAN Y. MINETA
SAN JOSE
INTERNATIONAL
AIRPORT



SILICON VALLEY'S AIRPORT

The City of San José's Aviation Department Invites Applications for
Deputy Director of Planning & Development

Norman Y. Mineta San José International Airport (SJC)

San José, California

Executive Search Services Provided by ADK Consulting & Executive Search



The Airport

The Airport Department has undergone a Strategic Planning effort that will lead the decision-making process into our future. We are looking for team members who can work toward our Mission Statement to “Connect, Serve and Inspire” and our Vision Statement to “Transform the Way Silicon Valley Travels”. We thrive on collaboration, vigor, and look forward to ever-changing challenges.

The Department is an enterprise operation, which receives no General Fund support from the City. The Airport also has an 11-member Airport Commission, which is appointed by the Mayor and City Council. Members of the Airport Commission serve in an advisory capacity to the City Council and to the Director of Aviation on issues relating to SJC.

Originally established in 1945, SJC has developed to meet the passenger demands over the years, correspondingly with the growth of the Santa Clara Valley and its burgeoning high technology orientation. Continuous expansion projects were the order of the day in the 60’s, 70’s and 80’s. In 1984, the Airport was renamed San José International Airport and began to take on the role of being a focal point for international cargo shipping and commerce.

Major terminal and runway expansion projects took place in the early 90’s, and in 2005 the San José City Council approved plans to bring SJC into the 21st Century to reflect the innovation and technology of Silicon Valley. *(continued...)*





The Airport *(continued...)*

In 2010, upon completion of a \$1.3 billion comprehensive modernization effort, SJC opened a cutting edge new airport featuring the latest, locally developed technology that provides flexible support for airlines and passengers.

SJC has one of the most sophisticated, state-of-the-art baggage security screening systems, and the consolidated rental car center is the nation's first to offer elevated, indoor fueling stations for fast, efficient operations for rental car companies.



SJC is the nation's 45th busiest facility in terms of passengers, with over 13 million people using its services annually. SJC is served by 16 domestic and international airlines, two cargo airlines, and has two main terminals comprising approximately 940,000 square feet and 30 commercial gates. The

Aviation Department has 211 full-time employees, plus receives support from other City Departments (Police, Fire, Public Works and Information Technology). The Airport's annual operating budget for Fiscal Year 2018-19 is approximately \$190 million. SJC's annual capital program budget for Fiscal Year 2018-19 is \$62 million with a 5-year (2018-22) Capital Improvement Program budgeted at \$326 million. In addition, SJC estimates serving approximately 6,700,000 enplanements and handling approximately 166,000 aircraft operations in Fiscal Year 2018-19.



The Airport experienced an overall increase of 4.4% in 2015, 10.2% in 2016, and 15.6% in 2017. The airport continues to trend at double digit increases in seat capacity through the end of calendar year 2018. The Airport's unprecedented growth of passenger traffic has led to increased demand for additional aircraft gates. To address this demand, the Airport recently received approval to build an Interim Facility, which would include four (4) additional gates with accompanying hold room space. The Interim Facility will be attached to Terminal B by connector bridges to allow passengers to move freely between Terminal B and the Interim Facility. The Interim Facility is estimated to cost approximately \$50 million. Other significant projects currently underway include refurbishment of ramp pavement to enable flexibility in aircraft boarding and/or parking, rehabilitation of the airfield electrical systems, procurement of zero emission buses to reduce the carbon footprint of the airport, and implementation of the Airport Runway Incursion Mitigation Study to maximize airfield safety and achieve FAA design standards.





The Community

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With more than one million residents, San José is the third largest city in California, and the 10th largest city in the nation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States.

San José’s quality of life is unsurpassed. Located 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, San José is surrounded by the Diablo and Santa Cruz mountain ranges and enjoys 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 quality of life from publications including Business Week and Money magazines as well as other national media. The downtown area is home to high-rise residential projects, renovated theaters, and diverse cultural attractions such as opera, symphony, live theater, nightclubs, and restaurants. Inquiring minds are served at the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and museums.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more.





The Community *(continued)*

Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

Although it was once an agrarian community, San José's transformation into a global innovation center now includes largest concentration of technology expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor's degree or higher, compared with 25 percent nationally. San José residents include speakers of more than 50 different languages, and 40 percent are foreign born, contributing to the economic and cultural vitality of the region.

San José is proud of its quality of life and of the rich cultural diversity evident in its population, its work-force, and its many neighborhoods, and SJC has an essential role in connecting residents and businesses to the nation and the world.

City Government

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by district on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. Department heads, including the Aviation Director, are appointed by the City Manager with confirmation by the City Council. San José also actively engages its residents through Council-appointed boards and commissions and a commitment to transparency and outreach.

In addition to providing a full range of municipal services along with the Airport, San José operates a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, three municipal golf courses, and an award-winning library system with 24 branches. The City also oversees convention, cultural event, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by 6,200 positions and a total budget of \$3.2 billion for the 2017-2018 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.



San Jose
CALIFORNIA



The Position

The Airport is proud to offer an exciting and unique opportunity for a team member who brings positive energy and is motivated to shape the future of the Airport. The Airport team is passionate about what our Airport has to offer to the Silicon Valley and is seeking a professional who will share this passion. This great work environment makes this an ideal opportunity for a highly motivated and results-oriented individual who will like to join our Airport team to work hard toward our strategic vision.

Reporting to the Assistant Director of Aviation, the Deputy Director of Planning and Development is a strategic thinker that leads a wide range of professional and para-professional team members who perform a variety of multi-discipline airport projects who develop, manage and deliver projects in the Airport Capital Development Program of various and considerable complexities.

Major functions of the position include:

Airport Executive Manager for All Major Development Projects - Serves as the primary executive manager and negotiator between the Airport and the community of Architectural, Engineering, Environmental, and Legal consultants and construction contractors. Works closely with support services from the City's Public Works.

Stakeholder Engagement – Leads partnering activities with a wide range of stakeholders and ensure appropriate level of engagement with Airport Divisions, Airport business partners, regulatory agencies, City Departments through the life cycle of a Capital project.

Federal Aviation Administration (FAA) - Works closely with the FAA in capturing federal Airport Improvement Program funding and compliance with that grant program. Also, the position is responsible for the development and maintenance of the Airport Layout Plan (ALP) to ensure compliance with all federal regulations and policies.

Airport Master Plan - Responsible for managing the Airport Master Plan including processing updates as needed, and for any work related to compliance with the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA).

Compliance with FAA Standards – Responsible to ensure that all development complies with applicable FAA design standards and operating requirements.

Manage Impacts to Off Airport Airspace - Responsible for ensuring that off airport development does not adversely impact the Airport's airspace, inhibiting the operation and growth in airline service.





The Position *(continued)*

Environmental Compliance Requirements

Responsible for compliance with and management of environmental regulations, including the Airport's Storm Water Pollution and Prevention Plan, working with Airport tenant co-permittees to ensure compliance with the plan.

The Airport is a dynamic organization and the successful candidate must be willing to lead through a changing environment with emotional intelligence. The candidate selected will be an individual who can support and lead through their work efforts the Strategic Vision, Mission and Goals established for the Airport Department.

The Ideal Candidate

The ideal candidate shall think strategically and have experience in enhancing a service-oriented work environment while planning, organizing, directing, and evaluating the performance of assigned team members; establishing performance requirements and personal development targets; and providing coaching to enhance performance and continuous development of the Planning and Development team. Candidates should have a proven track record of building strong, collaborative relationships with stakeholders of all kinds, including residents, businesses, elected officials, and other professional staff. Candidates should also be comfortable working in a fast-paced environment and have the capacity to drive forward with high priority initiatives while managing daily workload.

Due to the extent of the potential upcoming capital program, it is desirable that Candidates have experience in leadership role in large scale capital programs. Experience includes preparing RFP's, selection of design-builders, managing contracts, achieving performance metrics, and extensive stakeholder engagement in a design build project delivery model in highly desirable.

Personal Characteristics & Management Style

- Confident decision maker with a track record of producing results
- Effective and empathic communicator skilled at building relationships
- Collaborative partner with stakeholders inside and outside the City organization
- Proven leader in empowering employees and supporting their development and recognition
- Experienced leader who appreciates and welcomes San José's rich multicultural, diverse environment





Compensation

The current salary range for Deputy Director, Planning and Development is from \$116,893 to \$182,084 and the actual salary will depend on the qualifications and experience of the individual selected.

Beginning July 1, 2018, this position will receive an annual on-going 5% non-pensionable wage increase through June 30, 2021. In addition, beginning July 1, 2019 this position will receive an annual 3% pensionable wage increase through June 30, 2021. This position is also eligible for annual merit-based wage increases contingent upon City Manager's approval.

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 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. Sick Leave is accrued at the rate of 8 hours per month.

- Holidays – The City observes 14 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

Retirement

Health Benefits

Unit 99 (Position's Employee Unit)

How to Apply:

To apply online, please [click here](#).

Filing Deadline: Friday, June 15, 2018

