



# 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.*



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. 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

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 178 square miles at the southern tip of San Francisco Bay, and with more than one million residents, San José is Northern California's largest City and the 10<sup>th</sup> 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.

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 many local galleries and venues.

## 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.

City operations are supported by 6,622 positions and a total budget of \$4.3 billion for the 2019-2020 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](http://www.sanjoseca.gov).

## PUBLIC WORKS DEPARTMENT

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

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

Public Works is one of the largest Departments in the City of San José and consists of a staff of 630 with an annual operating budget of \$175 million. The Department has a wide range of responsibilities, including the development and implementation of the City’s capital improvement program, 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, Director’s Office/Administrative Services, Engineering Services, Facilities Management, Fleet Management, Radio Communications, Labor Compliance, Technology Services, and Transportation and Hydraulics Services.

## THE POSITION

The Deputy Director reports to the Director of Public Works and provides leadership and direction to the services and functions in various divisions they oversee.

The duties of the Deputy Director position include:

- Lead and manage the Development Services Division, which drives new development projects ensuring they comply with regulations and provide appropriate public infrastructure.
- Lead and manage the Engineering Services Division, which provides inspection services for development, capital, regional, and utility projects in the right of way and on City property, as well as materials testing services, and land surveying services.
- Plan, direct, counsel, provide guidelines and track progress of Development Services and Engineering Services toward the achievement of City and Departmental goals and objectives.
- Participate in and advise the Director in the planning and formulation of Department policy.
- Work closely with other divisions and departments within the City to ensure the Department provides them with 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.





## CURRENT PRIORITIES

Public Works is focused on addressing service needs, streamlining service delivery methods, and partnering with entities both within and outside of the City organization.

The Department is a partner with other departments to provide services to the development community. The City's infrastructure is being recognized by private business interests as a conduit to the construction of robust broadband networks. Supporting economic growth is critical for the City and the Department is focused on providing expedited and quality services to the development community through the refinement of process improvements and technology investments.

The Department leads the City's Capital Improvement Program (CIP), with a focus on voter-approved improvements projects, including a major rehabilitation project at the San Jose/Santa Clara Regional Wastewater Facility, improvements to the sanitary and storm sewer collection systems, and support of the Bay Area Rapid Transit (BART) system extension to San José.

The Department manages procurement and maintenance of a safe and reliable City fleet. The Department aligns its goals with the City's Green Vision, in which all City vehicles and equipment run on alternative fuels by 2022-2023. These alternative fuels include compressed natural gas, propane, electricity, and B20 biodiesel.

The Department provides services to City facilities, including maintenance, improvements, special event support, and property management. Currently the Department's focus is on Preventative Maintenance (PM) as a strategy to protect building assets from premature and unplanned failures. For 2019-2020, the majority of PM

activities are being performed in areas across various city facilities, including community centers and cultural facilities. Another priority is studying the resiliency and sustainability of City facilities through the implementation of energy efficiency and renewable energy projects. In Animal Care & Services, the priority is to maximize the live animal release rate and continue efforts to improve license compliance, utilizing low-cost vaccination clinics, outreach, and the collection of vaccination information from veterinarians.

## IDEAL CANDIDATE

The ideal candidate will need to balance the demands of quality, speed, and cost with regard to the development review process. An in-depth knowledge of municipal codes and engineering is highly desirable. Identifying opportunities to streamline the review process will be a mark of success. A strong focus on customer service must be exemplified and filtered down throughout the organization.

Desirable interpersonal skills include the ability to troubleshoot problems and work towards mutually beneficial solutions. It will be imperative to maintain compliance while achieving project feasibility that ultimately supports physical development. Certain outcomes may be unavoidable or non-negotiable, but a politically astute individual will possess the talent for making others feel comfortable with these outcomes. Effective cooperation with the Departments of Planning, Transportation, and Fire, elected officials, and external stakeholders such as developers is paramount.

## EDUCATION AND EXPERIENCE

- A Bachelor's degree from an accredited college or university in business, public administration, 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 \$120,400 - \$187,546. 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 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 8 hours per month.

**Holidays** – The City observes 14 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 March 27, 2020. 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:

Amy Bernwanger  
City of San Jose  
Department of Public Works  
Email: [amy.bernwanger@sanjoseca.gov](mailto:amy.bernwanger@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 will 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 do not hesitate to contact Amy Bernwanger.

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/human-resources/benefits>*

