

Assistant Director Environmental Services Department



The Environmental Services Department

The [Environmental Services Department \(ESD\)](#) is a national leader in pollution prevention, watershed protection, utility service provision, and climate action. Together, ESD's nearly 600 employees positively impact San José's 1,000,000 residents and thousands of businesses. **ESD's mission is to deliver world-class utility services and programs to improve our health, environment, and economy.** This mission is realized through the work of the following operating divisions:

Climate Smart San José is a bold initiative to reduce greenhouse gas emissions, save water, and improve quality of life in San José. Climate Smart commits San José to the greenhouse gas emission reduction goals of the Paris Agreement and a Net Zero Carbon Emission goal set by City Council. ESD plays a lead role in fostering collaboration between City departments and a variety of stakeholders working to improve our climate.



The **San José-Santa Clara Regional Wastewater Facility (RWF)** is a critical utility that serves more than 1.7 million residents and 17,000 businesses in Silicon Valley. The RWF is the largest advanced wastewater facility in the western United States, using a tertiary treatment process that protects public health and the southern San Francisco Bay. The RWF treats an average of 110 million gallons per day while delivering high-quality recycled water to the community, maintaining NPDES permit compliance, and regularly earning Platinum Awards from the National Association of Clean Water Agencies.

The **Capital Improvement Program (CIP)** at the Regional Wastewater Facility is one of the largest public works projects in the history of the South Bay. The program is in the midst of a 10-year, \$1.4 billion effort to upgrade everything from liquids and solids treatment to power generation. The CIP will not only improve the operation of the wastewater facility but also make it more resilient and self-sustaining. This comprehensive improvement of infrastructure and technology will enable the RWF to protect the health, environment and economy of the South Bay for decades to come.



The **Water Resources Division** manages the San José Municipal Water System (Muni Water), which serves more than 100,000 people, and South Bay Water Recycling (SBWR), the largest recycled water system in Northern California. Muni Water provides clean, safe and reliable drinking water to four service areas: North San José/Alviso, Evergreen, Edenvale, and Coyote Valley. SBWR delivers recycled water from the Regional Wastewater Facility to local water retailers. Approximately 1000 customers use SBWR recycled water for irrigation and industrial uses, saving several billion gallons of potable water every year. The Water Resources Division is also exploring alternative water supplies including indirect and direct potable reuse and brackish water desalination.



The **Watershed Protection Division** is charged with protecting San José creeks and rivers from litter and pollutants. Watershed Protection works to keep trash and toxic material from washing into roughly 30,000 storm drains that empty into San José waterways. Staff lead the procurement and implementation of advanced stormwater treatment infrastructure, from bioretention basins to underground trash-capture devices. Watershed staff also collect and test more than 50,000 water and wastewater samples annually in our industry-leading environmental laboratory to make sure our waterways are safe from harmful chemicals, in compliance with state and federal regulations. Additionally, ESD's laboratory has been a regional leader in wastewater monitoring during the COVID-19 pandemic.

The **Integrated Waste Management Division** manages solid waste removal in San José, overseeing five haulers that collect trash, recycling and yard waste from 325,000 homes and nearly 11,000 businesses. IWM is a forward-thinking, proactive group that maximizes the amount of recyclable and organic material that is diverted from landfills while keeping San José clean.

The **Sustainability and Compliance Division** oversees energy-efficiency programs and makes sure that ESD complies with environmental regulations. The compliance team ensures the department adheres to a variety of regulations, including air and water quality. Staff contribute to the Capital Improvement Program at the Regional Wastewater Facility, making sure projects undergo comprehensive environmental review. They even manage wildlife habitat for protected species such as the Western Borrowing Owl. Compliance staff also oversee workplace safety, providing extensive training to protect the health and safety of ESD employees.



The **Administrative Services Division** is the glue that holds ESD together, from hiring staff to managing budgets. Administrative Services helps find talented and dedicated employees to manage the department's world-class programs and services and then gives them crucial support to grow and thrive. IT staff furnish vital technological support. The division also manages the department's operating and capital budgets, handles payroll, fiscal and clerical functions, utility customer billing, and procures goods and services.



The **Communications Division**, or CommDiv, raises awareness about ESD's programs and services and engages the community to take environmental action. Staff develop and implement comprehensive outreach plans that include social media, video, TV and radio advertisements. CommDiv also engages Spanish- and Vietnamese-speaking residents, the largest groups of non-English speaking residents in San José. CommDiv emphasizes transparency, responding to media inquiries and all ESD-related Public Records Act requests in a timely manner. In addition, CommDiv staff support ESD's utilities during emergencies, ensuring residents receive timely information.

To learn more about ESD, follow @sjenvironment on [Twitter](#), [Facebook](#) and [Instagram](#) and San Jose Environmental Services on LinkedIn.

The Position

The Assistant Director serves as the Department's Chief Operating Officer. They directly manage a selection of utilities and divisions while working in close concert with the Director to lead and manage one of the City's largest, most dynamic departments. Additional duties of the Assistant Director include:

- » Collaborates with Department Deputy Directors and senior leaders in other departments to advance citywide and departmental priorities and objectives
- » Coordinates activities of ESD's operating divisions to optimize efficiency and effectiveness
- » Creates and champions new concepts, service models, and innovations to improve operations and enhance service delivery
- » Represents ESD in select City Council meetings, community meetings, and intergovernmental meetings

The Ideal Candidate

The ideal candidate is an accomplished, results-driven executive who demonstrates exceptional leadership, communication, and interpersonal skills. They should have experience with some elements of the department's portfolio of services, and the ability and desire to learn the others. The ideal candidate will have experience building relationships and collaborating with a variety of internal and external stakeholders, including elected officials.

The ideal candidate will possess and demonstrate the following attributes:

- » People-focused, empathetic communication
- » A passion for our environment and the work of the Environmental Services Department
- » An entrepreneurial spirit and positive demeanor
- » Ability to design and implement long-range plans
- » Flexibility and adaptability; responding constructively to emergent priorities and initiatives
- » Ability to work effectively in a political environment; politically astute
- » Ability to assess talent and develop employees effectively
- » Proactive in addressing challenges
- » Sound budget management skills
- » Excellent written communication skills
- » Highest level of ethical standards

Education and Experience

Requirements for the position include a bachelor's degree in business administration, public administration, engineering, environmental sciences, or related field, and seven (7) years of increasingly responsible experience in business management and/or administration, government, or environmental consulting.





■ Compensation and Benefits

The total salary range for the Assistant Director classification is **\$160,507.88- \$259,290.46**. This amount includes an approximate five percent (5%) ongoing non-pensionable pay. Actual salary shall be determined by the final candidate's qualifications and experience.

In addition, the City provides an excellent array of benefits, including:

- » **Hybrid schedule** – flexible combination of in-office and remote work
- » **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 to up to 80 hours.
- » **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 [Human Resources Benefits website](#)

Federal Law requires all employees to provide verification of their eligibility to work in the 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.

Per the City's [COVID-19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that employees are required to be vaccinated with the entire recommended initial series of a COVID-19 vaccine (two doses of the Pfizer, Moderna or Novavax COVID-19 vaccine or a single dose of the Johnson & Johnson COVID-19 vaccine).

Application Process and Selection Procedure

This position is posted through **11:59 p.m. on April 28, 2023**. To be considered for this exceptional opportunity, please submit a cover letter and an electronic version of your resume (including dates of employment, plus staff and budgets managed). Please submit your materials to: <https://www.cpshr.us/recruitment/2194>

For additional information about this position please contact:



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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. Following the first-level interviews, the most qualified candidate(s) will be invited to meet with the Environmental Services Director. 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.



*City of San José is an
equal opportunity employer.*

About the City of San José

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 and 80,000 businesses, 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, Zoom, 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 mountains; 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 and theater, cafes, restaurants, and professional sports. Inquiring minds are served by the Tech Interactive museum, the San José Museum of Art, and many local cultural and entertainment 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 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, supporting 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 America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally, while 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, as well as the essential role the City plays 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 currently operates under a hybrid Council-Manager form of government. The City Council consists of 10 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 policy-making role of the Mayor and the City Council and ensures the organization delivers high quality services that meet the community’s needs. The City actively engages with the community through Council-appointed boards, commissions, and project specific engagement opportunities.

In addition to providing a full range of municipal services including police and fire, San José operates an international airport, a municipal water system, a regional wastewater treatment facility, over 200 neighborhood 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 Theatre, Mexican Heritage Plaza, and the SAP Center San José—home of the National Hockey League’s San José Sharks.

City operations are supported by 6,646 full time equivalent positions and a total fiscal year 2022-2023 budget of approximately \$5.3 billion. 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.**