



DIRECTOR OF PUBLIC WORKS

City of San José, CA



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. 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.

THE CITY GOVERNMENT

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. The Mayor and City Councilmembers are all elected to four-year, overlapping terms and are limited to two four-year terms. The City Council appoints five Charter Officers: the City Manager, City Attorney, City Auditor, City Clerk, and the Independent Police Auditor. All other appointments are made by the City Manager, although the Mayor and Council have confirmation authority for all department directors.

The City of San José has a total budget of \$3.5 billion. The City employees approximately 6,250 full-time employees.

San José enjoys a high degree of civic involvement from its residents and businesses, aided by a strong commitment to open government in all City operations. In community surveys, residents regularly report a high level of satisfaction with San José as a place to live and with the services they received from the City of San José.

Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.

THE PUBLIC WORKS DEPARTMENT

Public Works Mission Statement

To provide excellent service in building a smart and sustainable community, maintaining and managing the City’s assets, and serving the animal care needs of the community.

Public Works is one of the largest Departments in the City of San José and consists of a staff of 562 with an annual operating budget of \$159 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 three Deputy Directors with responsibility for these services.

The Department is organized into ten functional areas: Facilities Management, Fleet Management, Animal Care and Services, Development Services, City Facilities Architectural Services, Engineering Services, Transportation and Hydraulics Services, Radio Communications, Labor Compliance; and the Director’s Office/Administrative Services.



THE POSITION

The Director of Public Works reports to the City Manager. Working with an Assistant Director and three Deputy Directors, the Director leads and manages the Department. Key facets of the Director's role include the following:

- Takes responsibility for enhancing the Department's services by working successfully with City staff, elected officials, other stakeholders, and the public.
 - Models and supports the use of the City Values to guide the Department's efforts.
 - Creates and supports new concepts and innovations to improve operations and service delivery.
- Represents the Department in City Council meetings, community meetings, intergovernmental meetings, and internal meetings.
 - Works creatively to solve complex technical and policy issues with an eye toward balance of interests and effective implementation.

CURRENT FOCUS & PRIORITIES

Public Works is the City's lead department for project delivery within the 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 Mineta San Jose International Airport, the San Jose-Santa Clara Regional Wastewater Facility, and City's award-winning trail network. The CIP includes a current year budget of \$585 million 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 Jose, the High Speed Rail project, and the Diridon Station area development including a potential large-scale Google campus.

Public Works is also an essential partner with other Departments such as Planning, Building, and Code Enforcement and the Fire Department in providing service to the development community. With a focus on facilitation of development projects, Public Works strives to provide expeditious and high-quality services. A number of process improvements are underway, as well as a critical upgrade project to the Integrated Permitting System that will lead to greater efficiencies and transparency.

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. An aging inventory with significant deferred maintenance and backlogs has led to the need for 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 is passionate about keeping its "no-kill" shelter status, as well as augmenting its licensing revenue, grant funding and staffing/resources to provide the best services possible.

Lastly, Public Works is focused collectively with all City Departments on a number of "enterprise priorities" such as employee recruitment and retention issues, strong emergency management and preparedness, and civic innovation.

THE IDEAL CANDIDATE

The ideal candidate is an accomplished, results-driven executive who has exceptional leadership, communication and interpersonal skills. She/he should have experience with some elements of the department's service portfolio described above, and the ability and willingness to learn the other elements. 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.

Personal Characteristics and 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



- An entrepreneurial spirit and effective change agent not adverse to fresh perspectives or the recalibration of the organization
- Experienced manager who appreciates and welcomes San José's rich multicultural, diverse environment

Required Education and Experience:

Bachelor's Degree and any combination of training and experience equivalent to a Master's Degree in public administration, business administration, or a discipline related to the business performed by the department

Ten (10) years of experience in increasingly responsible field and office civil engineering work including at least five (5) years in a management and policy making level with direction of professional staff.

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers.

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 which requires an employee application.

COMPENSATION & BENEFITS

The salary range for this position is \$153,137.55 - \$239,350.37. The actual salary will depend on the qualification and experience of the individual selected.

The City provides an array of benefits.

- 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 nondeductible HMO plan. There are several 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.
- 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: <http://www.sanjoseca.gov/index.aspx?NID=707>.

HOW TO APPLY

Please **apply on-line** by **January 26, 2018**, at www.alliancerc.com. For questions and inquiries, please contact:

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 <http://twitter.com/GoAllianceRC>

 Alliance Resource Consulting

An Equal Opportunity/ADA Employer

Successful completion of a thorough background investigation prior to employment is required.

The City of San José is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

