



DEPUTY DIRECTOR - CAPITAL PROJECTS

Department of Parks, Recreation
and Neighborhood Services



EXECUTIVE RECRUITMENT



GovHR USA
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City of San Jose, CA

DEPUTY DIRECTOR - CAPITAL PROJECTS

SAN JOSÉ, CA (pop. 1 million plus) is conducting a national search for an innovative leader to manage a \$421.6 million capital improvement and reinvestment program for the Parks, Recreation, and Neighborhood Services Department (PRNS). If you are a proactive, innovative, high-energy manager and are looking for a rewarding career opportunity to make tangible public service accomplishments, with corresponding high rewards, you are an ideal candidate to become the next Deputy Director for capital projects. The highly qualified candidate will be a fast learner, exercise diplomacy, and have demonstrated experience working with multiple stakeholders to deliver a large variety of capital projects.

THE CITY

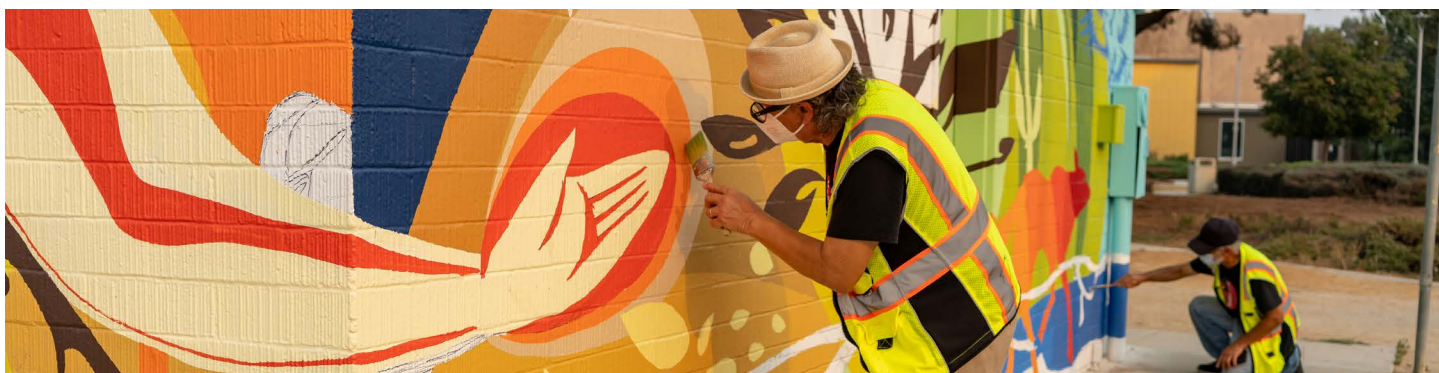
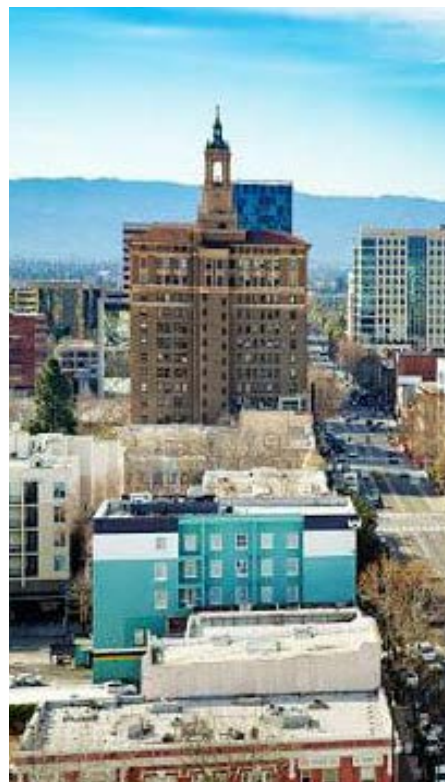
Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, 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 startups 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-by-the-Sea; 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. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and 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 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 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.





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 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 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 airport, municipal water system, a regional wastewater treatment facility, over 209 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 6,592 positions and a total budget of \$4.5 billion for the 2021-2022 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.

San José at a Glance

Council-Manager form of government.

10 City Council members

209 neighborhood and regional parks

City operations supported by **6,592** positions

Total budget of **\$4.5 billion** for the 2021-2022 fiscal year.

Home of the NFL's **San José Sharks**



PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT



**Are you ready to join a team that is
“Building Community Through Fun?”
Are you ready to make a difference?**

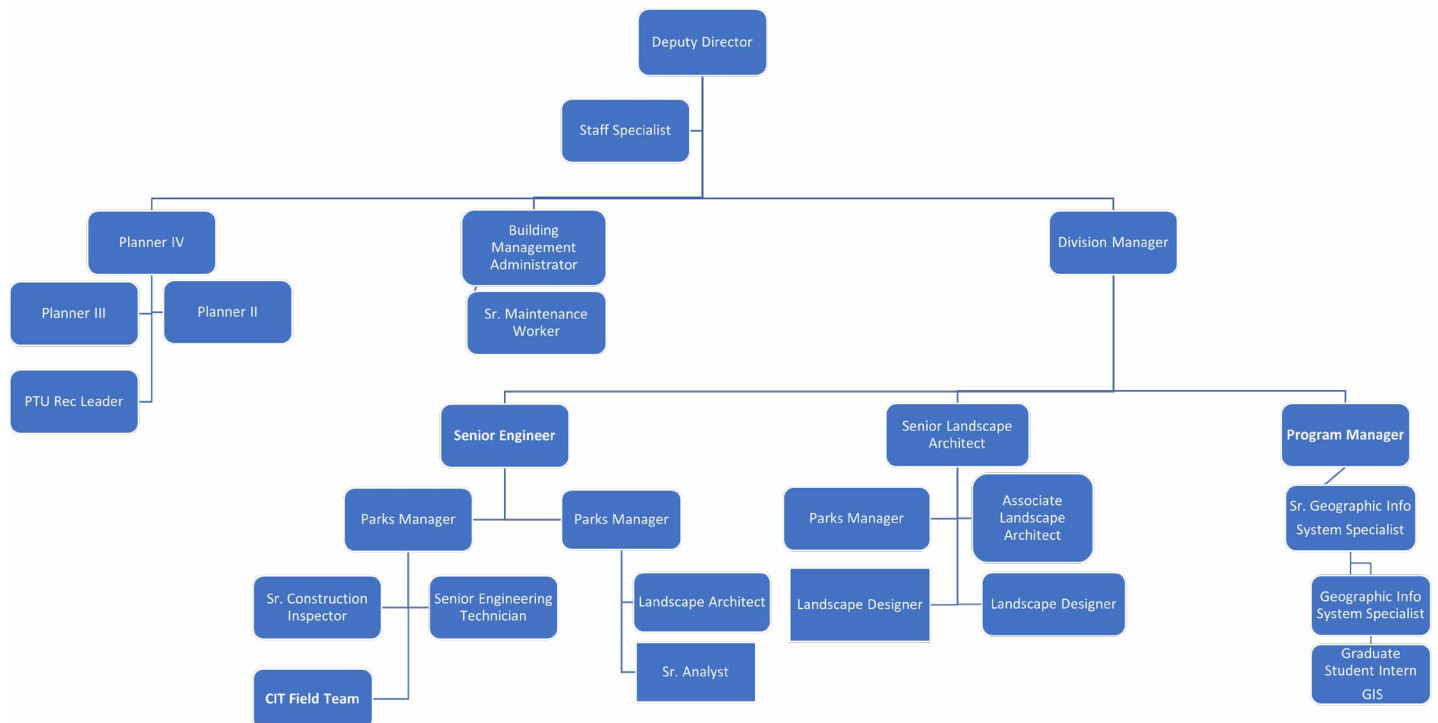
The City of San José's Department of Parks, Recreation and Neighborhood Services (PRNS) is looking for people who want to make San José a better place to live. Our mission is to connect people through parks, recreation and neighborhood services for an active San José. [ActivateSJ](#), PRNS' latest strategic work plan,, is committed to establishing healthy communities that inspire belonging by following the guiding principles of stewardship, nature, equity & access, identity and public life. For more information, please visit [ActivateSJ | City of San Jose \(sanjoseca.gov\)](#).

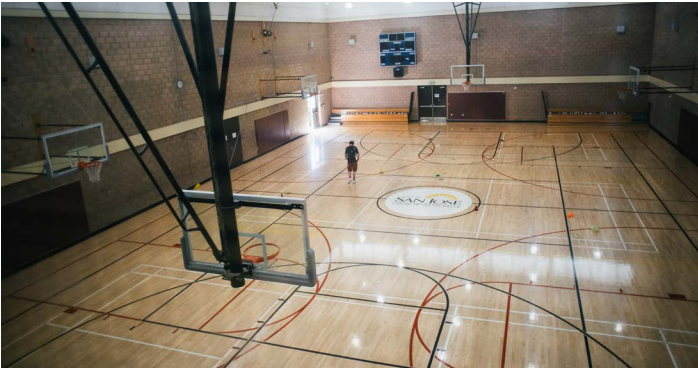
The City of San José's Parks, Recreation and Neighborhood Services Department (PRNS) provides major services to the community. The Department is a vital part of the city. The Department advances education, health, and social connections for all ages and abilities. The Department's mission is to connect people through parks, recreation, and neighborhood services for an active San José.

The Department creates and activates thriving places where people live, work, play, and learn, which include 48 community centers, 10 regional parks, 209 neighborhood parks, Happy Hollow Park & Zoo, 290 playgrounds and almost 61 miles of trails, programs and services that touch the lives of individuals and families in our community. We take a fun approach to public service, and value the public's trust. Our team is collaborative, supportive, and innovative. We are a fast-paced organization that takes decisive action after thoughtful planning. For more information, please visit [ActivateSJ](#).

The Deputy Director-Capital Projects position is responsible for project management ranging from forecasting, planning, designing, engineering, bidding, and construction management through to ribbon cutting, while working with peer departments.

CAPITAL PROJECTS DIVISION ORGANIZATIONAL CHART 2022/2023





Two units provide the Department’s capital projects functions: the strategic planning team and capital projects delivery team. The San Jose Public Works and Transportation Departments are key collaborators with the Deputy Director. Public Works serves as the City’s engineering support with bidding and construction implementation for the PRNS Departments projects. Within a collaborative and supportive environment, team members are encouraged to approach service delivery in creative and non-traditional ways to best meet the needs of an incredibly diverse population and position the organization as an industry leader in cultivating healthy communities through quality programs and dynamic public spaces.

The Department prides itself on putting “people first.” The Department is proud to be known for “Building Community Through Fun” and implementation of innovative and high-quality programs and services within its parks, community centers, and trails. Funding services include capital plan revenue grants, impact fees, special fees, and other revenue generation.

See our [website](#) to learn more about PRNS.



Check out our video!



PRNS GUIDING PRINCIPLES

Stewardship – We Take Care of What We Have and Invest for the Future

Nature – We Protect, Preserve and Promote Outdoor Spaces for All People

Equity and Access – We Embrace People of All Ages, Cultures and Abilities

Identity – We are known as a Premier Parks, Recreation and Neighborhood Services System

Public Life – We Promote Community Spaces for a Safe, Fun and Healthy San Jose

PRNS Mission Statement:
To build healthy communities through people, parks, and programs.

PRNS Vision Statement:
Healthy Communities That Inspire Belonging.

WHY YOU WANT TO JOIN THE SAN JOSE PRNS TEAM



- Collaborative work environment, working with a knowledgeable, dedicated and engaged staff and camaraderie with peers across Departments
- The opportunity to raise the level of equity, sustainability and otherwise improve the quality of life in one of the nation's largest cities
- Become a partner in a San Jose's citywide commitment to build community through efforts that define creative placemaking, expand the community's access and engagement, and impact the economic and visual dynamics of the city
- Play a key role in a dynamic, interesting, and engaging workplace by having the freedom to shift choose work via multiple projects and priorities
- Improve 3,537 acres of parkland ranging from Alum Rock Park (720 acres) – the oldest municipal park in California and one of the largest municipal parks in the United States, to Kelley Park with diverse facilities such as Happy Hollow Park & Zoo (an iconic, 50+ year-old, child-centric amusement park), the Japanese Friendship Garden, History Park, the Portuguese Historical Museum, and Emma Prusch Farm Park (43.5 acres).
- Work flexibility

DEPUTY DIRECTOR - CAPITAL PROJECTS

The Deputy Director-Capital Projects position is responsible for project management and reports directly to the PRNS Director and Assistant Director in managing and supporting a team of 35 skilled professionals from multiple disciplines, including an especially robust design group made up of planners, landscape architects, engineers, design specialists and Geographic Information Systems (GIS) specialists. The position is responsible for total project management: from forecasting and planning, to working with the Public Works Department on engineering, bidding, and construction management, through to ribbon cutting.

In this context, the position will lead master park and trail plans and interact with multiple stakeholders often, including elected officials and provide a vital and effective bridge between people with strong opinions. There is an expectation the position will be entrepreneurial and a reasonable risk taker. The ideal person will enjoy working with a multitude of stakeholders toward long-term success.

With \$464 million in deferred infrastructure backlog and new resource possibilities, the 150 current projects require realistic prioritization to meet funding needs. The ideal new strategic capital plan will proactively support successful evolution toward a more urban landscape and lifestyle in the downtown core.

The Deputy Director-Capital Projects position performs work of considerable difficulty including:

- Plans, organizes, and directs major functional areas of the PRNS Department.
- Directs and performs special projects and strategic planning programs that impact PRNS Departmental operations.
- Represents the Department Director in a variety of Interdepartmental, intergovernmental, and community matters.
- Assumes responsibility for the Department's operations in the absence of the Director.
- Provides staff support to the Mayor and City Council members on an as needed basis; and
- Coordinates activities between major Departmental divisions.



THE IDEAL CANDIDATE

The City of San José is looking for a results-oriented leader with the ability to think strategically, enhance operational efficiencies, deliver high-quality major projects, communicate skillfully, work collaboratively, and attract, develop, and empower new talented entrepreneurial professionals. The successful candidate will be expected to continuously demonstrate the interpersonal skills and sound judgment to create trust, deliver results, and influence a positive inclusive culture.

Additional desired experience, attributes, traits, skills:

- **Empower People:** Being team oriented and willing to mentor staff members growth, foster support, and allow failure as learning opportunities. Possess delegation skills and demonstrated success in building positive morale via staff flexibility, stability, and remote hybrid work.
- **Deliver on Major Projects:** Demonstrated success with project management leading an interdisciplinary team and providing support for maximum effectiveness and efficiency. Adept at overseeing complex projects, navigating through challenges, overcoming obstacles. Able to conceive of the entire project process from conception to ribbon cutting and delegate/ build bridges as needed to develop a shared awareness. Able to match design initiatives to the funding available and manage any financial limitations. Excellent planning and budgeting skills.
- **Technical Expertise:** Preferred background in engineering and/or landscape architecture and having related technical expertise in reading plans, evaluating possibilities, and overseeing landscape architects, engineers, and other specialists.
- **Think Strategically:** Demonstrated success in interacting with elected officials. Being responsive to changing priorities and inquiries. Demonstrated success in creating public/private partnerships for enhanced project development to meet community-wide expectations. Entrepreneurialism and calculated risk taking. Ability to set strong boundaries to safeguard project priorities and personal interests. Demonstrated ability to navigate complicated environmental reviews like the California Environmental Quality Act (known as CEQA, California's version of NEPA). Demonstrated success in achieving grant awards.
- **Build Community:** Through the effective and efficient delivery of spaces that enhance the quality of life for stakeholders and by providing well-maintained facilities for the community to play, learn, gather, connect and engage. The diversity of San José's population demands PRNS leaders that embrace that diversity and who can translate design principles to meet the broad needs of the community.
- **Community Knowledge:** Experienced in planning, building, and understanding the unique operational considerations of a large urban city. Understanding the needs of a diverse community with its racial demographics and economic status
- **Communicate Skillfully:** Ability to reflect a deep understanding of the industry, high emotional intelligence, political acumen and cultural competency. Diplomatic people skills while being able to provide creative space to Team members. Being capable, confident, and positive. Excellent presentation and speaking skills are strongly preferred.



QUALIFICATIONS

Education: A Bachelor's Degree from an accredited college or university in public, business, park, or recreation administration, or a related field.

Experience: Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency.

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.

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).

DESIRABLE QUALIFICATIONS

- Licensed engineer or landscape architect
- Master's Degree in a related field
- Experience managing and supervising capital project planning in a public or private agency
- Experience managing a work unit equivalent to a major division within a city operating Department
- Experience in design of public facilities, an understanding of municipal land use planning and policy, and environmental permitting
- Experienced in navigating projects with extensive community engagement which require consensus from a diversity of opinions
- Demonstrating a passion for public spaces that serve the community



COMPENSATION AND BENEFITS



The approved salary range is \$140,154.56 - \$226,257.20 including five percent (5%) on-going 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 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance** – The City contributes 100 percent 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. 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.
- **Remote Work** – Some remote work flexibility is available.

For more information on employee benefits, visit this [link](#).





APPLICATION PROCESS

Application deadline is January 9, 2023.

Save these tentative interview dates: February 2nd, 9th, and 10th. (Candidates will be notified in advance of any changes to these dates)

Candidates apply online at www.GovHRJobs.com along with a cover letter, resume that reflects the size of staff and budgets managed. Include four work-related references (who will not be contacted without prior notice). For questions, email: rcotton@govhrusa.com. Candidates' applications remain confidential until the finalist stage.

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 proceed in the selection process. Additional phases of the selection process will consist of one or more interviews. A final selection will be made upon completion of comprehensive reference and background checks.



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