



Building Management Administrator

For

**Parks, Recreation and
Neighborhood Services
Department**

&

Public Works Department





ABOUT 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; 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.

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 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 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, 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 6,413 positions and a total budget of \$3.7 billion for the 2018-2019 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.

THE PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT

The City of San José’s Parks, Recreation and Neighborhood Services Department (PRNS) is proud to be “Building Community Through Fun” through innovative, creative, and excellent programs and services.

The mission is to build healthy communities through people, parks, and programs. PRNS is a steady force in the community, advancing education, health, and social connections. The department meets the diverse needs of the community across the lifespan by connecting people to places and people to people. PRNS creates and activates thriving places where people live, work, play, and learn. PRNS takes a fun approach to public service and values the public’s trust. The team is collaborative, supportive, and innovative.

The PRNS department has an annual total budget of \$100 million and is supported by more than 700 FTEs. PRNS consists of three major functional divisions: Recreation and Neighborhood Services, Parks, and Administrative Services. Strategic support is provided by Budget and Fiscal Management Services, Park Planning and Development, Marketing and Public Information, and Contracting Services. PRNS has one of the most diverse service models of any agency of its type. The recreation, community service, and outdoor spaces serve the residents of San José and the greater San Francisco Bay Area community. PRNS endeavors to build the community through fun, engagement, caring, learning and literacy, inspiration, and service. The department strives to be a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces.

PRNS has five Guiding Principles that direct decision making:

1. **Stewardship** – *Take Care of What We Have and Invest for the Future*
2. **Nature** – *We Protect, Preserve and Promote Outdoor Spaces for All People*
3. **Equity and Access** – *We Embrace People of All Ages, Cultures and Abilities*
4. **Identity** – *We Are Known As A Premiere System of Parks, Recreation and Neighborhood Services*
5. **Public Life** – *We Promote Community Spaces for a Safe, Fun, and Healthy San José*



The Department owns and operates 50 regional and neighborhood community centers, plus numerous ancillary buildings such as restrooms. The community centers serve as a hub for public life, offering fitness classes, art classes, educational programming and senior nutrition programming.

THE PUBLIC WORKS DEPARTMENT

The Department of Public Works (PW) is guided by the City employee values:

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

PW is one of the largest Departments in the City of San José and consists of a staff of 611 with an annual operating budget of \$110 million. PW 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 four 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 and Communications, Labor Compliance; and the Director's Office/Administrative Services.

THE POSITIONS

The Building Management Administrator is responsible for maintaining the City's building infrastructure through preventive and corrective maintenance and the implementation of facility improvements to enhance service delivery and users' experience.

The position in PW leads a full-service facility management program that includes Building Operation and Maintenance, Facility Services Management, Enhanced Security, and Space Management. This position oversees and manages a comprehensive maintenance and operations program for the 530,000 square foot building and 2.5 acre ground campus including the 18-story City Hall Tower, Rotunda and a 43-story Wing building which houses the US Patent and Trademark Office, along with the City Hall Employee Garage and Fourth Street Garage facilities. This position collaborates extensively with the Public Works Citywide Facilities Management Team in providing mutual support to maintain other municipal facilities and events, when needed. This position is also responsible for coordinating services in support of public use of meeting facilities. The position also manages specific facility services such as carpentry, HVAC, electrical, elevators, painting, plumbing, energy management, and the active-shooter training program. This position will oversee a team of 24 staff members and have up to 6 direct reports and manage a budget of approximately \$20M.

The position in PRNS is newly funded and has not existed in the past. The position will manage citywide PRNS recreational facilities including but not limited to community centers and other ancillary buildings. The primary responsibility and focus will be on the community center spaces. The position will play a pivotal role in coordinating between programming staff and contractors and trade unions to ensure the timely completion of maintenance activities. The position will also drive the development of capital improvement priorities for buildings. In addition, the Building Management Administrator will work with Public Works and contractors on long-term facility assessments and maintenance and sustainability planning.

Joining a growing and exciting Department, candidates for the PRNS position should be energized by the unique possibility to create a new division, leading the way toward excellence in service and process. This position will have up to 4 direct reports and manage a budget of approximately \$12M. You will be an advocate for the Department, building relationships that help further the goals of PRNS. The work of the Building Management Administrator and your team will touch every resident of the City – from tiny tots to seniors. This position will truly make a difference in the community.

CANDIDATE CHARACTERISTICS

Both positions require a practiced leader who can channel experienced employees in differing professions. The successful candidates will be able to build strong working relationships with peers across departments. Superior personnel management ability is necessary with candidates being able to navigate among a variety of user groups and staff. The Building Management Administrator must be good with scheduling and able to build trust with the team in order to delegate tasks. Budgeting and contract management are necessary skills. Candidates should demonstrate the ability to communicate efficiently both verbally and in written format. The candidate selected for the PRNS position will have a unique opportunity to building their division from the ground up, solidifying the team and building a program to better serve recreational facilities. The annual building related capital budget is approximately \$8M to \$10M. The candidate selected for the PW City Hall position will share the excitement of one of San Jose's highest profile buildings and large campus – the hub of government operations. The annual budget managed by the position is approximately \$20M.

Candidates must possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- **Job Expertise** – demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

- **Leadership** – leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- **Fiscal Management** – understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- **Collaboration** – develops networks and builds alliances; engages in cross-functional activities.
- **Customer Service** – demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- **Decision Making** – identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- **Project Management** – ensures support for projects and implements agency goals and strategic objectives.
- **Technology Use/Management** – uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.
- **Communication Skills** – effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- **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 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>.

Education and Experience

Education: Bachelor Degree from an accredited college or university.

Experience: Seven (7) years management or supervisory experience.

Licenses: Possession of a valid California driver's license may be required.

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.

COMPENSATION AND BENEFITS

The approved salary range for this position is \$113,872.868 - \$142,777.964. In addition to the starting salary, employees in this classification shall also receive an approximate 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:

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is September 30, 2019. To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment plus staff and budget of programs/projects managed), cover letter, and the names of six professional references (two current or former supervisors, two peers and two direct reports to: <https://secure.cpsshr.us/escandidate/JobDetail?ID=546>



For more information contact
Teresa Webster at (916) 471.3462 or twebster@cpsshr.us

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 interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. A final selection will be made upon completion of comprehensive reference and background checks.

