



Manager of Facilities

(Building Management Administrator)

For

**Parks, Recreation and Neighborhood
Services 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 Jose’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 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 6,592 positions and a total budget of \$4.1 billion for the 2020-2021 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 or the Department) is proud to be “Building Community Through Fun” with innovative and creative programs and services. Our mission is to build healthy communities through people, parks, and programs. We view public service as our most important role and work hard to gain and sustain the public’s trust. The team is collaborative, supportive, and innovative in the delivery of our services.

The Department has an annual total operating budget of nearly \$127 million and is supported by more than 742 FTEs. PRNS consists of four major functional divisions:

1. Recreation and Neighborhood Services,
2. Park Operations and Maintenance
3. Community Facilities Development (Capital Improvement Program) and
4. Strategic Support (Administrative Services)

Strategic support is provided by the Director’s Office of Communications. The Manager of Facilities is a new position in the Capital Improvement Program team.

In December 2019, PRNS adopted a new strategic plan, called Activate SJ. That plan outlines our Vision, Mission, and Guiding Principles while setting goals for the future of the Department. A copy of the plan can be found here: www.sanjoseca.gov/your-government/department-directory/parks-recreation-neighborhood-services/in-the-works/activatesj



GUIDING PRINCIPLES

PRNS has five Guiding Principles that direct decision making:

1. **Stewardship** – *We Take Care of What We Have and Invest for the Future*
2. **Nature** – *We Protect, Preserve and Promote Natural Areas for All People*
3. **Equity and Access** – *We Embrace People of All Ages, Cultures and Abilities*
4. **Identity** – *We Aim to be a Premiere Parks, Recreation and Neighborhood Services System*
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 CAPITAL PROJECTS TEAM

The Department has a robust Capital Improvement Program (CIP) valued at \$304.9 million over a five-year period. The Capital Projects Team identifies and prioritizes projects and works with the Department of Public Works project implementation team to deliver new and renovated facilities.

The vision of the Capital Improvement Program (CIP) Team is to deliver beautiful community spaces that delight residents of all ages and function by design.

The Capital Projects Team oversees activities such as preparing the Department's CIP budget; community engagement; rehabilitating, and replacing facilities at existing parks, trails, and community centers; and overseeing the design and construction of new facilities. The Capital Projects Team consists of the following groups: Project Delivery, Trails Delivery, Capital Planning, Strategic Planning, and Facility Management and Design. The team plays the role of the client by coordinating closely with the Department of Public Works for project delivery and managing outside consultants and implementation of projects directly.

THE POSITION

The Manager of Facilities (Building Management Administrator) is a newly funded position in PRNS reporting to the Deputy Director of Capital Programs. The position will provide facilities management

support for 50 regional and neighborhood community centers. Other structures such as park restrooms may also be included in the scope of responsibility. Work activities will include developing and prioritizing five-year capital budgets for building related infrastructure, supporting Public Works teams in the design of improvements and coordinating with various trades to support ongoing repairs at facilities.

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 four 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 Manager of Facilities 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

The successful candidate will have a unique opportunity to build their division from the ground up, solidifying the team and building a program to better serve recreational facilities. The successful candidate will be able to build strong working relationships with peers within PRNS and across departments and be comfortable working in a matrixed environment. The ideal candidate must be able to build trust and foster an environment of respect. Candidates should demonstrate the ability to communicate efficiently both verbally and in written format.

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.

Education and Experience

- **Education:** Bachelor's degree from an accredited college or university.
- **Experience:** Four (4) years of increasingly responsible experience, in building facilities management, including four (4) years of supervisory experience.
- **Acceptable Substitution:** Eight (8) years of increasingly responsible experience in building facilities management, including four (4) years of supervisory experience, may be substituted for both the education and the experience requirements.
- **Licenses:** Possession of a valid California driver's license may be required. As a condition of employment, incumbents may be required to use their personal vehicles in the performance of job duties. Certified Facility Management (CFM) Credential maybe 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 **\$117,289 - \$147,061** annually. 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:

- **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: <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is December 14, 2020. 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 to:

<https://executivesearch.cpsshr.us/JobDetail?ID=1678>

For more information contact

CPS HR CONSULTING

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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 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.

