



# DIVISION MANAGER

## TRAFFIC MANAGEMENT AND STREETLIGHT SYSTEMS





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## ABOUT US

The Department of Transportation (DOT) plans, develops, operates, and maintains transportation facilities, services, and related systems which contribute to the livability and economic health of the City. We comprise a team of more than 500 people ready to serve the needs of our residents to improve the efficiency and safety of San José streets. We are an energetic and innovative team that is improving transportation in the nation's 10th largest city, while focusing on safety, sustainability, and active public life! For more information about DOT, visit

[www.sanjoseca.gov/transportation](http://www.sanjoseca.gov/transportation).

## COMPENSATION

\$106,318.11 – \$162,386.66

## POSITION

The Department of Transportation owns and operates a network of over 950 interconnected traffic signals. We have a hybrid traffic signal communication network that also supports emergency vehicle response, public WIFI, and many city operations. We prioritize safe mobility through progressive signal operations, and actively engage in sensor technology pilots and smart system development in order to effectively and efficiently support San Jose's growth. We are hiring a Division Manager to lead and manage our rapidly evolving Signal, Streetlight, and Communications Network operations. The ability to apply principles of operation and management of traffic systems, including communications systems and traffic control devices, is essential to this position.

As a leader in the Traffic Safety, Operations, and Parking Division, the Division Manager directly supervises four Senior Engineers and indirectly supervises a team of approximately 30 engineering, GIS, and administrative staff. The ideal candidate will have knowledge and experience in the areas of: Signal Design, Signal Operations, Communications Network Management, and Smart Streetlight Asset Management.

A successful candidate must be able to lead and foster a team environment and demonstrate a track record of effective collaboration with internal and external stakeholders in executing public works improvements and fostering strategic partnerships.

## DUTIES

- Staff leadership and development- strategically developing skillsets and engineering judgment to deliver services in an environment of evolving traffic management methodologies and technologies
- Gaining buy-in for a vision of San Jose's intelligent transportation system
- Developing and managing a Traffic Operations work plan balancing resident concerns, city council priorities, grant funding, adopted initiatives, and applicable City policies
- Managing budget, personnel, and technology effectively, including developing budget proposals to meet evolving needs
- Collaborating with regional partners and adjacent municipalities at a policy and technical level in mitigating traffic impacts to San Jose neighborhoods
- Vetting new technologies and strategically incorporating them into the City's existing network of traffic control devices and intelligent transportation system assets
- Directing analysis and reviewing staff recommendations for improvements to the transportation network; demonstrating appropriate technical knowledge to understand, challenge, and defend staff recommendations
- Representing the City, Department, and Deputy Director in a variety of interdepartmental, intergovernmental, and community matters
- Developing reports and presenting before City Council and committees

## MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to the following:

1. **Education:** A Bachelor's Degree from an accredited college or university in Civil Engineering or a closely related field.
2. **Experience:** Six (6) years of progressively responsible experience, including three years of supervisory experience.
3. **Licenses or Certificates:** Possession of a valid California driver's license. A Professional Certificate of Registration from the State of California in either Civil or Traffic Engineering is desirable.

# COMPETENCIES

*The ideal candidate will possess the most desirable combination of training, skills and experience, as demonstrated in past and current employment history. Desirable qualifications that will be evaluated throughout the phases of this recruitment 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 support and direction

**MANAGEMENT** - Evaluates priorities to ensure the ‘true’ top priorities are handled satisfactorily; sets clear goals for the employees and the work unit

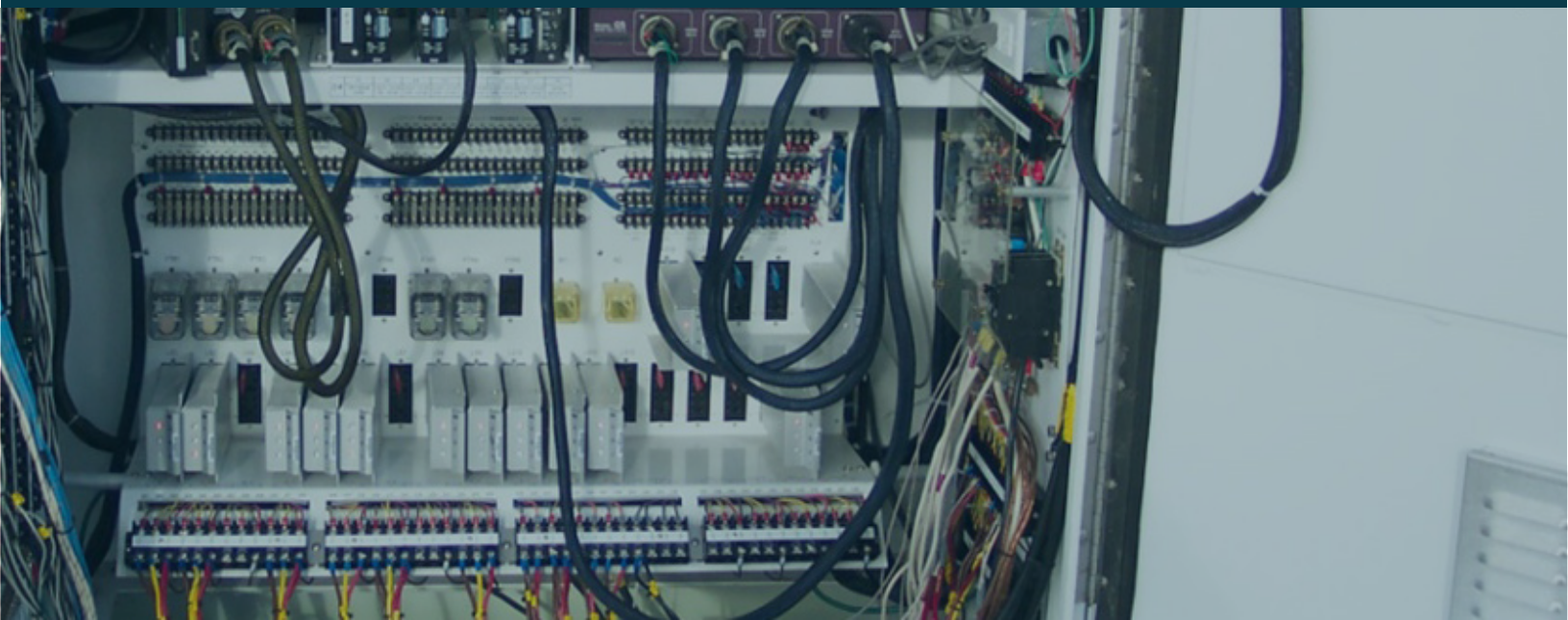
**DECISION MAKING** - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions

**POLITICAL SKILL** - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization

**CREATIVITY** - Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, and reinvent work processes

**COMMUNICATION SKILLS** - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current, well-organized, legible, concise, neat, and in proper grammatical form

**CONSTRUCTIVE ENERGIES** - A demonstration of energy and drive that comes from within, and a willingness to approach all aspects of work with a generally positive attitude. The inclination to independently take appropriate action rather than waiting to be told what to do. Examples of Constructive Energies include but are not limited to: Initiative, Honesty, Integrity, Empathy, Dedication, Reliability, Proactiveness, Respectfulness, Confidence, Ethical Behavior, Willingness to help others, Commitment to personal skills development and growth



# SELECTION PROCESS

To be considered for this exceptional career opportunity, submit your resume, cover letter, responses to the job-specific questions (below) and a list of six work-related references (two supervisors, two direct reports and two colleagues) by 11:59 PM on Monday, March 2, 2020. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?ID=620>

For further information contact: **Andrew Nelson**  
CPS HR Consulting  
(916) 471-3329  
anelson@cpshr.us  
Website: [www.cpshr.us](http://www.cpshr.us)

Following the filing date, applications will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant immediately following the final filing date. The City will invite a group of candidates to panel interviews on or about March 20. Thorough reference and background checks will then be conducted on top finalists who may then participate in a final interview with key DOT management staff.

## JOB SPECIFIC QUESTIONS

1. Please provide an overview of your training and experience related to this position. Highlight applicable experience leading projects and/or teams in the following areas: Signal Design, Signal Operations, Communications Network Management, and Streetlight Asset Management.
2. Describe your experience developing and/or implementing strategic plans related to traffic management. What factors led to the development of the strategic plan? How did you gain stakeholder feedback and buy-in? What were your challenges and successes in implementing the plan?
3. What is an innovative, transformative project or program you proposed and spearheaded? What was the shortcoming of the existing circumstance? What solutions did you propose, and how did you implement them?

**Note: For your application to be complete, you must attach**  
1) answers to all job-specific questions and  
2) your resume, cover letter, and references.

Incomplete applications will be withheld from further consideration.

**Additional Information:**

Division Managers are Executive Management Employees (Unit 99)

Unit 99 [Employee Benefits Information](#)

