



CITY OF  
**SAN JOSE**  
 CAPITAL OF SILICON VALLEY

INVITES YOUR  
 INTEREST IN  
 THE POSITION OF

**DEPUTY  
 DIRECTOR  
 OF WATERSHED  
 PROTECTION**

**BOB MURRAY  
 & ASSOCIATES**  
 EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

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 start-ups 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 his executive team provide



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strategic leadership that supports the policy-making 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, some 200 neighborhood and regional parks, 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 6,390 positions and a total budget of \$3.5 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](http://www.sanjoseca.gov)

## THE DEPARTMENT

The City of San José established a national reputation for environmental leadership and innovation during the 1980s with award-winning recycling, water conservation, and wastewater treatment programs. In 1993, the Environmental Services Department (ESD) was formed to integrate these programs and other environmental protection services. ESD’s mission is to delivery world-class utility services and programs to improve health, environment, and economy.

The City of San José Environmental Services Department leads Climate Smart San José and manages garbage and recycling services; watershed protection and pollution prevention; municipal drinking water

and recycled water; sustainability initiatives; and the operation and infrastructure improvements of the San José-Santa Clara Regional Waste-water Facility (Facility). The Watershed Protection Division is responsible for storm-water management, environmental enforcement, and laboratory services.

Stormwater Management coordinates a wide array of activities citywide to prevent pollution from entering the storm sewer system and local creeks, and to fulfill requirements of the City's Municipal Regional Stormwater NPDES Permit (MRP). Services provided include developing and implementing programs and activities to: reduce trash, PCBs, and pesticides; plan for and promote green infrastructure; ensure property developments comply with low impact development requirements; train municipal staff on water quality protection practices; conduct outreach to inform and educate the community; and coordinate with the regulatory community, regional stormwater agencies, and other non-governmental/non-profit stakeholders.

Environmental Enforcement provides inspection, education, and enforcement services to ensure that local discharges into the storm and sanitary sewers meet regulatory requirements and protect water quality, as required by the MRP and other state and federal laws. This includes inspection of businesses, construction projects, sites with regulated stormwater treatment measures, and reported illegal discharges to ensure best management practices to protect stormwater quality are implemented and in compliance. The program also provides inspection of approximately 4,000 food service facilities for proper management of fats, oils, and grease. Additionally, the division also administers the federally required Pretreatment Program, with permitting and compliance monitoring of approximately 250 industrial dischargers to the Facility.

Laboratory Services provides analysis for monitoring operations and compliance at the Facility, for monitoring industrial discharges to the Facility, and to support various studies aimed at understanding and monitoring water quality issues in the Bay. The laboratory is a state-of-the-art facility able to provide analysis for metals and organics, conduct bioassay and other toxicological tests, and perform testing for air, soil, and water. The lab operates 365 days a year to support Facility operations and processes more than 50,000 samples annually for internal and external customers.

For more information about the Environmental Services Department, go to <http://sjenvironment.org> or visit @sjenvironment on Twitter, Facebook, and Instagram.

## THE POSITION

The Deputy Director of Watershed Protection reports directly to the Environmental Services Department Director, oversees an annual budget of \$19M, and supervises approximately 100 employees.



Under administrative direction, the Deputy Director performs work of considerable difficulty planning, organizing, and directing major functional areas of this department.

Typical duties of the position include, but are not limited to:

- Participates in and advises the Director in the planning and formulation of departmental policy.
- Provides direct supervision over the Watershed Protection Division.
- Directs and performs special projects and strategic planning programs that impact departmental operations.
- Represents the Department Director in a variety of interdepartmental, intergovernmental, and community matters and may assume responsibility for the department's operations in the absence of the Director.
- Plans, directs, counsels, provides guidelines, and reviews accomplishments of staff as steps towards achievement of departmental goals and objectives.
- Directs and participates in the preparation, implementation, and control of the division's operating budget.
  - Provides staff support to the Mayor and City Council members on an assigned or as-needed basis.
  - Coordinates activities with other divisions and departments within the City to ensure efficiency and effectiveness of departmental operations.
- Directs and controls personnel related matters within assigned area.

The ideal candidate will have excellent judgment, be politically astute but apolitical, and possess effective communication skills.

## THE IDEAL CANDIDATE

The City of San José is seeking a Deputy Director with a proven track record of leadership and expertise in the field of watershed protection, stormwater management, environmental enforcement, and laboratory services. The position requires a seasoned professional with proven integrity, dedication,

openness, and creativity. The ideal candidate will have excellent judgment, be politically astute but apolitical, and possess effective communication skills. The selected individual will manage a strong and collaborative team capable of accomplishing the Division's work on time and budget with great satisfaction from all stakeholders.

The best candidate for this position will have an entrepreneurial spirit and positive demeanor, possessing a strong customer service ethic in interactions with internal and external parties, including state and federal regulatory agencies, local governments, environmental protection groups, and local service organizations. Candidates should demonstrate strong values about environmental sustainability and be a champion for cost-effective stewardship of the environment.

The ideal candidate will be a skilled leader capable of motivating employees to accomplish the goals of the Division. They will mentor and coach staff; encourage staff participation and involvement in decision-making; and support professional development. The incoming Deputy Director will have the ability to assess good talent and delegate effectively. Excellent written communication skills are essential.

The selected candidate will have strong negotiating skills and be effective in reaching consensus and agreement with local and regional partners and with state and federal regulatory agencies. Candidates are expected to have knowledge of current trends and best-practices within the profession.

### **Education and Experience**

- Bachelor's degree in environmental science, chemistry, biology, engineering, business, public administration, or a related field; a Master's degree is preferred.
- Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency dealing with environmental protection.
- Experience managing a work unit equivalent to a major division within a City operating department is desirable.

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.

## **THE COMPENSATION**

The Deputy Director salary range is currently \$116,893-\$182,084. In addition to the starting salary, this position will also receive an approximate five percent (5%) on-going non-pensionable pay. The actual salary will depend on the qualifications and experience of the individual selected.

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% towards the premium of the lowest cost non-deductible plan. There are several plan 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 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>

## **TO APPLY**

If you are interested in this outstanding opportunity, please visit our website to apply online at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com).

**Filing Deadline:  
January 11, 2019**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of San José. Candidates will be advised of the status of the recruitment following selection of the Deputy Director of Watershed Protection.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

