

The City of San José's Aviation Department Invites Applications For Assistant Director of Aviation

The City of San José's Aviation Department is seeking an Assistant Director of Aviation for the Norman Y. Mineta San José International Airport (SJC) to manage five Deputy Directors who oversee the following divisions: Business Development; Planning and Capitol Development; Facilities; Finance & Administration; Operations. This position also oversees Airport Employee Services, Airport Technology Services and has cognizance over Public Safety operations. Originally established in 1945, SJC has grown over the years, correspondingly with the growth of the Santa Clara Valley and its burgeoning high technology orientation.

Responsible for the overall day-to-day administration and operations of the Airport, the Assistant Director will be the primary interface with the TSA, FAA, U.S. Customs and Border Patrol, other regulatory agencies, airlines (14), car rental agencies (12), concessionaires (43), and two Fixed Base Operators (FBOs). In addition, the Assistant Director will work closely with Airport Divisions on business planning and strategy development and play a critical role in communicating and implementing department-wide strategies so that all employees, partners, and stakeholders understand SJC's goals and how their work connects to those initiatives.

Education and Experience

The successful candidate will possess broad based knowledge of airport operations and at least seven (7) years of senior aviation management experience at a medium or large hub airport with heavy emphasis on aviation safety and security, strategic and long-range planning, environmental impacts (air, noise abatement programs), capital improvement projects, financial management, lease negotiations and community relations.

A Bachelor's Degree from an accredited college or university in Aviation Management, Business Administration, or Public Administration is required. A Master's Degree in Public Administration or Business Administration, Aviation Management and/or AAAE/ACI accreditations are desired.

The Ideal Candidate

The ideal candidate is an accomplished, results-driven executive who has exceptional leadership and communication skills and the ability to work effectively and collaboratively with all Airport divisions, tenants, governmental agencies, and other City departments. Candidates should have a proven track record of building strong, collaborative relationships with stakeholders of all kinds, including residents, businesses, elected officials, and other professional staff. Candidates should also be comfortable working in a fast-paced environment and have the capacity to drive high priority initiatives while managing daily workload.

Salary & Benefits

The current salary range for the Assistant Director is from \$133,868 to \$208,668 and the actual salary will depend on the qualifications and experience of the individual selected. The city provides an excellent array of benefits, including retirement; health and dental insurance; personal time; holidays; deferred compensation; flexible spending accounts; and insurance. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at www.adkexecutivesearch.com.

Posting closes February 3, 2018.