



CITY OF SAN JOSE, CALIFORNIA
DEPARTMENT OF TRANSPORTATION

INNOVATION PROGRAM MANAGER

INNOVATION PROGRAM MANAGER

UNIQUE OPPORTUNITY

This high-profile position requires a professional, passionate innovator eager to develop and lead projects and leverage the tremendous opportunities available to partner with some of Silicon Valley's foremost technology companies to help steer the future of infinite transportation possibilities for the City of San Jose.

A SMART CITY

The City of San Jose is currently embarking on an ambitious Smart City Vision with five key goals: to make San Jose a Safe, Inclusive, User Friendly, Demonstration, and, Sustainable City. Some of the most ambitious goals revolve around making San Jose a Demonstration City, which reimagines the City as a laboratory and platform for the most impactful, transformative technologies that will shape how residents live and work in the future.

The transportation industry is also entering an era of dramatic change that in the next ten years will see the way people move about cities revolutionized with the advent of autonomous vehicles and many other modes of mobility that will be based on technology. Silicon Valley is where that change is happening and the City of San Jose wants to play a key role in implementing that transformation. As a result, and as part of the Smart City Vision, the Mayor has created an Office of Strategic Partnerships and Innovation and the City Manager has established the Office of Civic Innovation. The Department of Transportation (DOT) is investing heavily in innovation including a state of the art traffic signal management system that is a rich communications backbone with the ability to talk to any signal in real time. DOT

plans to build on this momentum and has made Innovation and Technology one of its five strategic goals. The new Innovation Program Manager will be the quarterback of that effort coordinating all activity surrounding technology innovation – dealing with vendors, researching new products, working with all DOT teams, making recommendations regarding project feasibility, and collaborating with both the Mayor's and City Manager's Innovation teams.

THE COMMUNITY

San José California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovation companies. San José is also home to an energetic, talented and diverse population. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year.

San José's quality of life is unsurpassed. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and

recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading engineering and business school supporting Silicon Valley. Other nearby universities includes Santa Clara University, Stanford University, and three University of California campuses.





THE DEPARTMENT

The Department of Transportation (DOT) has approximately 450 employees and an annual Operating and Capital Budget of \$285.5 million. DOT is a customer-focused, goal-oriented organization responsible for services that provide for the safe and efficient movement of people by all travel modes. It plans and programs capital improvements for vehicles, bicyclists, pedestrians, and transit users to meet the needs of residents and businesses; operates the City's parking and traffic systems in a manner that is sensitive to community needs; and repairs and maintains the City's assets in 2,400 miles of street right-of-way including a massive infrastructure of pavement, sidewalks, landscaping, traffic devices, streetlights, sewers and storms drains.

The Department is organized into four functional areas: Transportation Planning and Project Delivery; Transportation and Parking Operations; Infrastructure Maintenance; and the Director's Office/Administrative Services.

THE POSITION

The Innovation Program Manager ('Manager') position has been created to research, analyze, and implement a broader rollout of projects that meet departmental and city goals and improve the transportation experience for residents and visitors to San Jose. Reporting to the Transportation Information Technology Manager, the new Manager will participate on DOT's newly formed Transportation Innovation Cabinet and serve as the point person for the North San Jose Traffic Innovation Zone

(TIZ). Key responsibilities include the development of an innovation roadmap; reviewing, evaluating, implementing and prioritizing key innovation projects; the collection, intake and pursuit of innovation opportunities; and, serving as staff to the DOT Transportation Innovation Cabinet including agenda preparation, meeting facilitation, and action item follow-up.

Job duties will include:

- Lead technology innovation with a focus on understanding and evaluating industry trends, collaborating with industry technology leaders, and recommending new innovation opportunities and strategies.
- Interaction and partnership with industry leading tech companies.
- Manage communication with key stakeholders and subject matter experts across the City to ensure a shared vision and foster collaboration.
- Work closely with the DOT management team, the DOT Transportation Innovation Cabinet, and other DOT staff to create proposals for funding opportunities and advise where technology innovation could assist in the planning and delivery of transportation projects.
- Coordinate complex tasks and deliverables across multiple DOT teams to ensure on time, on budget delivery of innovation projects and new service products, capabilities and functionality.
- Prepare and present technical and non-technical information to internal and external stakeholders in an effective manner.

Why you want to join the San José Transportation Team:

- Major opportunity to be at the forefront of historic technological advances in transportation
- Vast array of exciting and ongoing projects
- Opportunity to work with City, Transportation, and Silicon Valley technology leaders
- Highly professional, experienced and dedicated staff

THE IDEAL CANDIDATE

The ideal candidate is a results-driven professional with previous experience leading Innovation initiatives and projects. The successful candidate will be a highly effective communicator who is able to build solid working relationships with executives, stakeholders, peers and staff. Candidates should possess experience in long-term planning and project implementation as well as in the rollout and maintenance of major new technology innovations. An appreciation for the complexities of innovation programs and a proven ability to strategically assess the competing priorities of projects and determine what is reasonable to implement is expected. The position demands a creative, resourceful individual able to take risks and comfortable pushing new ideas, while taking steps to ensure continued collaboration and success.

Education, Certifications, and Experience:

A Bachelor's degree from an accredited college or university with coursework in computer science, project management, information systems, business administration, or closely related field and five (5) years of experience in a field that required:

- Excellent communication skills for meeting facilitation and business writing
- Program management experience; certification in Project Management is a plus
- Demonstrated ability to collaborate and drive forward with diverse teams on new programs; successfully able to concurrently straddle multiple areas of responsibility
- Exceptional detail orientation with strong analytical and planning experience
- Sound understanding of strategy, transportation innovation and business functional roles
- Strong track record of using program management skills to reach successful outcomes

COMPENSATION AND BENEFITS

The approved salary range for this position goes up to **\$111,404**. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including:

Retirement – Competitive retirement system with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the premium for the lowest cost 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 with the ability to earn up to 40 extra hours annually based on performance. Sick Leave is accrued at the rate of 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

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position is open until filled with first review of resumes Friday, November 18, 2016. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:

CPS HR  CONSULTING

Pam Derby
CPS HR Consulting
Phone: (916) 263-1401
Email: resumes@cpshr.us
Web-site: www.cpshr.us

Following the filing date, resumes 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. The City will invite a group of the most qualified candidates to a panel interview process in San Jose. Thorough reference and background checks will then be conducted on top finalists who may then participate in a final interview with key DOT executive staff.

