



ASSISTANT DIRECTOR DEPARTMENT OF PUBLIC WORKS *CITY OF SANTA CLARA, CA*



THE COMMUNITY

Nestled at the heart of Silicon Valley, just 45 miles south of San Francisco, the City of Santa Clara is a vibrant, historic community with a population of approximately 133,000. With its rich 170-year history, Santa Clara blends a small-town charm with the dynamic energy of one of the world's most innovative regions.

Named one of America's 10 safest cities, Santa Clara also stands out as one of the most livable cities in the U.S.—offering an unmatched quality of life that supports both individual and business success. Whether you're looking for a thriving career or a peaceful neighborhood, Santa Clara offers the best of both worlds.

A Hub for Innovation and Opportunity

Often called the “Data Center Capital of the West,” Santa Clara boasts more than 58 state-of-the-art data centers and over 750 megawatts of multi-tenant commissioned power. The city is home to some of the world's largest and most influential tech giants, including Intel, NVIDIA, Applied Materials, and Agilent Technologies.

World-Class Entertainment and Recreation

Santa Clara isn't just about work — it's also about playing. Home to Levi's Stadium, the iconic venue for the San Francisco 49ers, the city has hosted over 150 major events, including concerts, international sports competitions, and entertainment spectacles. In addition, Santa Clara's Convention Center, bustling shopping districts, exceptional dining options, medical facilities, and vibrant community centers offer something for everyone. For those who enjoy outdoor recreation, the city enjoys more than 300 days of sunshine each year. Tree-lined streets and welcoming neighborhoods offer an idyllic setting for families, with a rich array of cultural and recreational activities awaiting. Whether it's attending a live theater production or catching a concert in the summer, there's always something happening.

A Thriving Community to Call Home

Award-winning schools, low crime rates, and a welcoming atmosphere make Santa Clara one of the most desirable places to live and work in California. The city's perfect balance of vibrant industry, educational excellence, and family-friendly amenities creates a community where people can thrive both personally and professionally. Discover why Santa Clara is the place to be. Visit [SantaClaraCA.gov](https://www.santaclara.gov) for more information.



CITY GOVERNMENT

Santa Clara is a Charter City committed to fostering a vibrant and thriving community. Our mission is to deliver a high quality of life through resourceful, efficient, progressive, and professional leadership that serves the needs of both residents and businesses. Operating under a Council-Manager form of government, Santa Clara is dedicated to providing innovative solutions and ensuring the city remains at the forefront of progress.

City Council is composed of an elected Mayor, serving at large, and six Council Members elected by district, all of whom serve four-year terms. The City Charter limits the Mayor and Council Members to two consecutive terms. Additionally, the Police Chief and City Clerk are both elected positions, ensuring direct accountability to the community.

With 1,232.75 full-time employees working together to deliver exceptional public services and a fiscal year 2026-27 budget of \$1.33 billion, Santa Clara is poised to invest in both current and future needs, enhancing the quality of life for all who live, work, and play here.

THE PUBLIC WORKS DEPARTMENT

The City of Santa Clara's Department of Public Works (DPW) plays a vital role in creating and maintaining a safe, sustainable, and well-functioning community. The Department is responsible for the planning, construction, maintenance, and improvement of much of the City's essential infrastructure while delivering high-quality, cost-effective services to residents, businesses, and visitors.

DPW's broad portfolio encompasses engineering and capital project delivery, streets and transportation infrastructure, traffic systems, City facilities, fleet management, environmental programs, and solid waste services. The Department also administers land development and encroachment activities, bicycle and pedestrian programs, stormwater pollution prevention efforts, and specialized maintenance districts.

The Department works closely with other City departments and a wide range of regional agencies, including Valley Water, Caltrans, the County of Santa Clara, and neighboring cities, to coordinate infrastructure improvements and other initiatives that extend beyond City boundaries.

DPW also manages the City's solid waste contracts and programs and oversees the City's diverse fleet of vehicles and equipment. Through this extensive portfolio, the Department supports both the day-to-day operations of the City and the long-term infrastructure investments necessary to serve Santa Clara's residents and its dynamic business community.

The Public Works Department is supported by 128 full-time employees and has an annual operating budget of approximately \$104 million for Fiscal Year 2026–2027.

THE POSITION

Reporting to the Director of Public Works, the Assistant Director will oversee the Department's Operations and Maintenance functions including a team of approximately 80 full-time employees. Areas of responsibility include Street Maintenance, Sidewalk Maintenance, Storm Drain Maintenance, Traffic Maintenance (Signage & Striping), Landscape and Median Island Maintenance, Tree Maintenance, Building Maintenance and Fleet Management.

The Assistant Director is a key senior leader for the City and a member of the Department's executive management team. Working closely with the Director of Public Works, the Assistant Director will help establish priorities, advance departmental goals and initiatives, and ensure the effective delivery of essential services that residents, businesses, and other City departments rely on every day.

In addition to providing leadership for assigned operational areas, the Assistant Director will contribute to the broader management and strategic direction of the Department of Public Works. This includes participating in short- and long-term planning, budget development and administration, policy and program development, contract and agreement negotiations, and the evaluation and improvement of departmental operations. The Assistant Director will also identify opportunities to use technology, data, and innovative practices to improve efficiency, service delivery, and internal controls.

This highly visible role requires an effective leader who can move comfortably between strategic and operational issues. The Assistant Director will work collaboratively across City departments; build productive relationships with employees, labor groups, contractors, community members, and regional partners; and represent the Department in meetings and before the City Council as needed. The Assistant Director will exercise considerable independent judgment and will be expected to provide thoughtful, practical recommendations to the Director of Public Works on complex operational and organizational matters.

THE IDEAL CANDIDATE

The City of Santa Clara seeks an experienced, collaborative, and service-oriented leader to serve as its Assistant Director. The ideal candidate will bring a strong background in public works operations and maintenance, facilities, fleet, or other related municipal services, complemented by demonstrated success leading people, managing resources, and improving organizational performance.

Because many of the functions overseen by this position provide essential services to other City departments as well as the public, a strong customer-service orientation will be critical. The successful candidate will understand the importance of reliable, responsive internal services and will build strong relationships with departments throughout the organization. They will listen to their customers, understand their operational needs, and work collaboratively to develop practical and timely solutions.

Equally important will be the ability to build relationships outside the organization. The Assistant Director will be an effective communicator and convener who is comfortable bringing together employees, residents, volunteer and community groups, developers, contractors, and other stakeholders around shared issues and priorities. They will communicate clearly with a variety of audiences and be comfortable representing the Department in public settings and presenting before the City Council when needed.

The ideal candidate will be committed to continuous improvement and will thoughtfully examine how work gets done. They will look for opportunities to streamline processes, improve efficiency, safety and service delivery, and leverage technology to strengthen operations. They will be equally comfortable developing a long-term strategy and addressing the practical day-to-day issues inherent in a large and diverse public works operation.

A capable fiscal and operational manager, the successful candidate will have experience developing and managing budgets, anticipating future resource needs, identifying and prioritizing projects and major purchases, and planning for the replacement of vehicles, equipment, facilities, and other assets. They will understand the importance of balancing immediate operational demands with



responsible long-term planning and stewardship of public resources.

As a people leader, the Assistant Director will be approachable, engaged, and committed to creating an environment in which employees can succeed. They will effectively lead a diverse workforce, communicate expectations, encourage collaboration across work groups, and recognize the knowledge and experience employees bring to the organization. The successful candidate will also work closely with the City's Human Resources business partners and departmental leadership to reinforce a strong culture of workplace safety and continuously enhance safety practices.

Requires six years of increasingly responsible experience in business management and/or administration, operations, or maintenance, including two years of management or supervisory experience. Experience in a public works or similar operational environment, particularly overseeing fleet, facilities, or infrastructure maintenance, is highly desirable. Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a related field is required.



COMPENSATION & BENEFITS

The salary range for this position is \$214,395.84 - \$280,323.72. Placement in the range is dependent on candidate's qualifications and experience. Salary is supplemented by a competitive benefits package, including:

Retirement: CalPERS Classic members: 2.7% at 55 with an 8% gross pay employee contribution; CalPERS new (PEPRA) members: 2% at 62 with a 7% gross pay employee contribution.

Health Insurance: The City pays up to 100% of Kaiser premiums for Employee Only and +1 Dependent plans, 90% for +2 or more; employees cover any extra pre-tax. Those who opt out of health insurance may be eligible for monthly cash-in-lieu.

Retiree Medical Reimbursement: For employees with at least 10 years of service and who retire with the city, the city reimburses up to \$438 per month for retirees until age 65, and up to \$262 per month for retirees after age 65.

VEBA: City contributes \$50 per month towards employee VEBA Account.

Paid Family Leave: Up to 8 weeks of benefits within a 12-month period.

Social Security/Medicare (FICA): Employee and City contribute toward Medicare (1.45%) and Social Security (6.20% up to the required annual limit).

Dental and Vision Insurance: City pays employee-only lowest cost plan. Employees pay for additional premiums above the employer contribution toward dental and vision insurance.

Flexible Spending Account: IRS Section 125 Plan, employee may contribute up to \$3,400 per year to a health care spending account; \$7,500 per year to a dependent care spending account, and \$340 per month to a commuter benefit plan in pre-tax dollars.

Employee Assistance Program: City's vendor provides confidential counseling to employees and dependents. Up to a maximum of five (5) consultation sessions per family member per incident per year.

Vacation: Vacation accrual of 10 days per year for the first 4 years, with accrual increase over time. Maximum accrual is 480 hours.

Vacation Cash-Out: Up to 80 hours of accrued vacation once per year, to be paid in two cash-outs the following calendar year.

Sick Leave: 96 hours per year with no accrual limit.

Management Leave: 120 hours per calendar year (prorated in the first year based on hire date), with a maximum accrual of 180 hours.

Holidays: City observes thirteen (13) paid holidays annually and four (4) additional paid holidays between December 25th and January 1st.

Life Insurance: City pays the premium for \$50,000 of Basic Life Insurance coverage. Additional insurance may be purchased by the employee.

Deferred Compensation: City offers an optional 457(b) Plan. The city will contribute \$300/month to the employee's deferred compensation account.

Automobile Allowance: The city provides a vehicle allowance of up to \$200 per month.

Cell Phone/Smart Phone Stipend: A city-issued cell phone or an allowance of \$80 per month.

Tuition Reimbursement: City will reimburse eligible tuition expenses up to \$2,000 per fiscal year.

For more information on employee benefits, visit the City's benefits [website](#).

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, October 11, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB & CO.

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Following the closing date, resumes will be screened in relation to the criteria in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A smaller group of candidates will likely be invited to participate in additional interviews and selection activities shortly thereafter. The city anticipates making an appointment in a timely manner, following the completion of background and reference checks. Please note that references will not be contacted until the end of the process, and at that time, they will be done in close coordination with the selected candidate..