

City of San Jose, California - Parks, Recreation & Neighborhood Services  
Public Works – City Hall

**Building Management Administrator**

**Annual salary range: \$113,872 to \$142,777**

The City provides an array of benefits.

**Application deadline: Monday, September 30, 2019**

The City of San Jose needs two Building Management Administrators, one will serve in the Parks, Recreation and Neighborhood Services Department (PRNS) and the other will serve for Public Works – City Hall (PW).

The position in PRNS is new and will be responsible for managing citywide recreational facilities including but not limited to community centers and other ancillary buildings. The Building Management Administrator will play a pivotal role in coordinating between programming staff and contractors and trade unions to ensure the timely completion of maintenance activities.

The position in PW oversees and manages a comprehensive maintenance and operations program for the 530,000 square foot building and 2.5-acre ground campus including the 18-story City Hall Tower, Rotunda and a 43-story Wing building which houses the US Patent and Trademark Office, along with the City Hall Employee Garage and Fourth Street Garage facilities.

In addition to budget and contract management expertise, leadership and communication skills are essential to these roles. The candidate selected for the PRNS position will have a unique opportunity to building their division from the ground up, solidifying the team and building a program to better serve recreational facilities. The candidate selected for the PW City Hall position will share the excitement of one of San Jose’s highest profile buildings and large campus – the hub of government operations.

To be considered for this exceptional opportunity, please submit an electronic version of your resume (including dates of employment plus staff and budget of programs/projects managed), cover letter, and the names of six professional references (two current or former supervisors, two peers and two direct reports). Submit the requested materials to: <https://executivesearch.cpshr.us/JobDetail?ID=546>

For additional information contact:

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City of San Jose website: [www.sanjoseca.gov](http://www.sanjoseca.gov)

*The City of San Jose is an equal opportunity employer.*