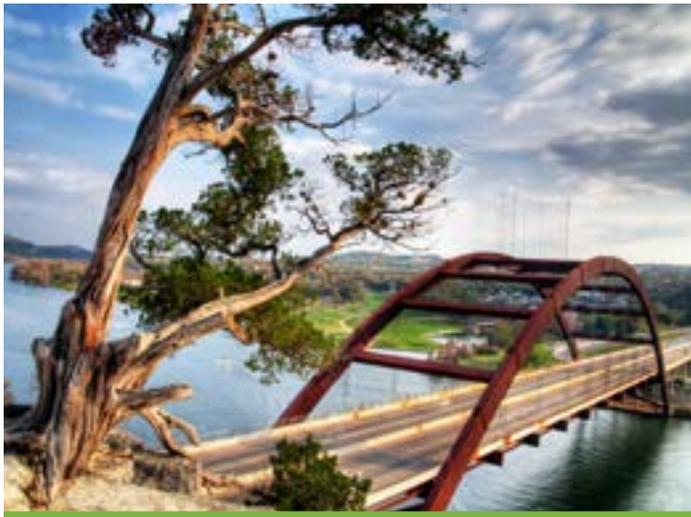
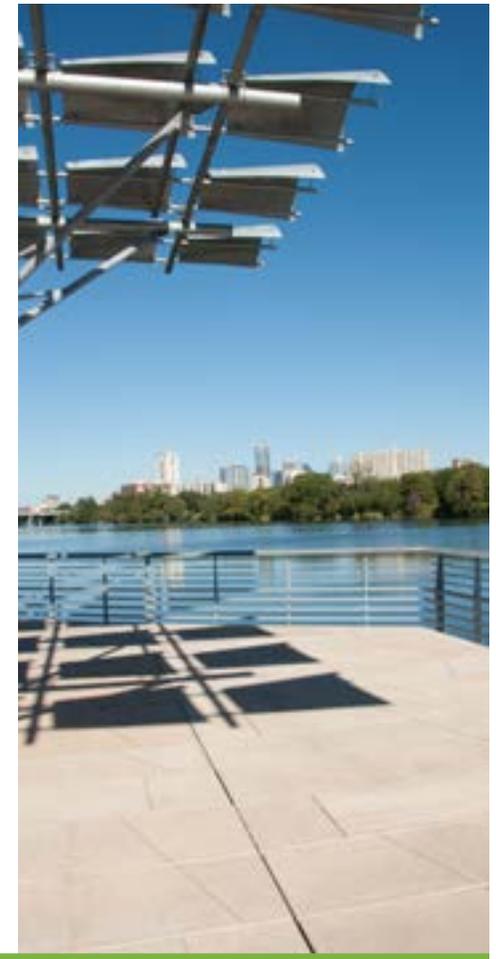


A photograph of the Austin skyline featuring several prominent skyscrapers under a blue sky with scattered white clouds. The buildings vary in architectural style, with some having glass facades and others more traditional brick or concrete. The foreground shows a dense line of green trees.

The City of
AUSTIN, TEXAS

Assistant City Manager for Economic Opportunity & Affordability

Recruitment Services Provided by Ralph Andersen & Associates



Welcome to **Austin, Texas**

A tremendous career opportunity awaits an inclusive, talented, and accomplished candidate to join the City of Austin as their new Assistant City Manager for Economic Opportunity & Affordability. Austin tops list after list on the best qualities that cities have to offer, and a key ingredient to its unique success is the passion and engagement of its very diverse citizenry. The structure of the new City Manager's Office allows local government leaders the opportunity to drive measurable progress beyond the traditional oversight of city departments – progress that can only be attained through collaboration and empowerment.

What People are Saying



US NEWS & WORLD REPORT

Austin is No. 1 on U.S. News' Best Places to Live ranking.

VALUEPENGUIN

Austin is No. 6 on list of the 200 Most Educated Cities in America.

INC MAGAZINE

Austin is one of the top twenty most innovative cities in America.

FORBES MAGAZINE

Austin tops "America's Cities of the Future" ranking of cities most likely to prosper over the next decade.

The City of Austin

This vibrant and dynamic city tops many lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally rich cities, Austin was recently selected the number one Best Place to Live in the U.S. (U.S. News & World Report). In 2016, Forbes named Austin the city most likely to prosper over the next decade on their America's Cities of the Future list, and the City of Austin ranked in the top ten on the Forbes list of America's Best Employers for 2017.

Austin continues to lead with its vision of being the Most Livable City in the Country, emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula 1, and being home to companies such as Apple, Samsung, Dell, Seton Healthcare, and maybe Amazon. From the home of state government and the University of Texas to the Live Music Capital of the World and its growth as a film 7center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country—rolling terrain of limestone bluffs, springs, rivers, and lakes—Austin's temperate climate is ideal for year-round jogging, cycling, hiking on the City's many trails, or swimming at Barton Springs or one of the area's many other swimming holes.

There are a number of excellent golf courses in the area as well as recreational opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin truly has something to offer for everyone.

City Government

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin has a 10-1 council system with an at-large Mayor and Council Members that represent ten districts. The Mayor and Council Members may serve in their respective seats for a maximum of four years or two consecutive terms.

The City Council appoints the City Manager who is the chief administrative and executive officer of the City. The City Manager is responsible for guiding and directing day-to-day operations, as well as providing strategic research, recommendations, and management leadership to the City Council on the city budget, programs, policies, and services. The City Manager implements the organization's administrative responsibilities with a strong team of Assistant City Managers and department executives. Supported by a staff of more than 14,000 and a budget of \$4.1 billion, the City Manager and staff deliver a broad range of services to the citizens of Austin.

The City Council and City Manager of Austin are committed to the mission of delivering the highest quality, cost-effective services. The City Manager's resolve is to make it the most livable and best-managed city in the country.





Values

The values that help shape Austin reflect the PRIDE that City employees have in their organization:

- **P** stands for Public Service and Engagement. We will partner with one another and with our community to provide the best service possible.
- **R** stands for Responsibility and Accountability. We take responsibility for achieving results and hold ourselves accountable for our actions.
- **I** stands for Innovation and Sustainability. We actively seek out good ideas that have a lasting, positive impact on our work, our community, and our environment.
- **D** stands for Diversity and Inclusion. We recognize and respect a variety of perspectives, experiences, and approaches that will help us achieve our organizational goals.
- **E** stands for Ethics and Integrity. Our actions will maintain the trust and confidence of the public and the organization.



Strategic Outcomes and Indicators

The City Council adopted six Strategic Outcomes and Indicators in March of 2018. The City Manager has aligned the City Manager's Office with the Strategic Outcomes. The Assistant City Manager for Economic Opportunity and Affordability will be responsible for one of the Strategic Outcomes and accompanying Indicators:



**ECONOMIC OPPORTUNITY
& AFFORDABILITY**

Having economic opportunities and resources that enable us to thrive in our community.

- A. Employment/unemployment**
- B. Income equality**
- C. Cost of living compared to income**
- D. Housing availability and affordability**
- E. Homelessness**
- F. Training for better jobs**
- G. Ability to improve your income**

The Position

Under general direction of the City Manager and City Council, and in partnership with the Austin community, the Assistant City Manager for Economic Opportunity & Affordability will provide bold and inclusive leadership to advance the assigned outcomes and strategies outlined in the City's Strategic Direction, and direct administrative work relating to the full-range of municipal management issues.

It is important to note that under this structure, the Assistant City Managers will not only be responsible for the traditional portfolio of city departments, but also will bear responsibility across the enterprise for the identified Strategic Outcomes. This responsibility for the Strategic Outcomes will require solutions that are cross-departmental in nature and involve external stakeholders. Progress will be measured using the identified Strategic Indicators.

In addition to the Strategic Outcomes, the Assistant City Manager for Economic Opportunity and Affordability will oversee the following portfolio of city departments. The overall responsibility includes \$311.3 million in budget and 882 full-time equivalent employees (FTEs).

- Economic Development – 73 FTEs, \$49 million budget
- Development Services – 412 FTEs, \$63.6 million budget
- Planning and Zoning – 55 FTEs, \$9 million budget
- Neighborhood Housing & Community Development – 60 FTEs, \$18 million budget
- Small and Minority Business Resources – 31 FTEs, \$5.2 million budget
- Telecommunications & Regulatory Affairs – 15 FTEs, \$2.4 million budget
- Real Estate Services – 41 FTEs, \$5.7 million budget
- Austin Convention Center – 300 FTEs, \$158.4 million budget



The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Assistant City Manager must possess certain traits that will be essential for success:

- The ideal candidate will be a strong manager that will be able to integrate and collaborate across economic development components toward a unified effort that serves the City of Austin best.
- Proven skills and a track record of successfully leading and managing organizational change are important, along with wise judgement while navigating change.
- The ideal candidate will be a skilled relationship builder and will understand that only through effective relationships can the needle be moved on the identified Strategic Indicators. Not only will the Assistant City Manager need to work collaboratively across the City of Austin enterprise, but he/she must be able to effectively leverage relationships with external stakeholders. Authentic relationships will translate to authentic results.
- Austin is a City whose strength is derived from teamwork and diversity. Collaboration and cooperation are essential elements for success, where diversity is welcomed, and its value is appreciated.
- Significant experience in one or more of the functional areas overseen by the position is desired, with Economic Development and Development services key areas.
- A constant appreciation for the multitude of communities, perspectives, and values that exist in Austin is important, but even more so is the ability to telegraph that appreciation to others who affect policies, decisions and communications.



Qualifications

The following are minimum qualifications required for the Assistant City Manager for Economic Opportunity and Affordability:

Education: Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a related field.

Experience: At least five years of experience in managing and directing a complex organization, including two years of experience in an executive capacity.

Compensation and Benefits

Salary is negotiable depending on qualifications.

The City of Austin offers an excellent benefits package including the following major areas:

- **Retirement:** The City of Austin Employees' Retirement System (COAERS) is a defined benefit pension plan with vesting after five years of continuous service. For additional information, call the Pension Office at (512) 458-2551.
- **Insurance:** The City provides excellent insurance plans for employees including health, dental, life, short- and long-term disability, and vision coverage.
- **Holidays:** 13 holidays per year are observed (11 official and 2 personal).
- **Leave:** Leave will be negotiated with the successful candidate.

Austin offers a wide array of additional benefits. Please visit www.ralphandersen.com/jobs/acm-eoa-austin-tx for a comprehensive summary of executive benefits.



Recruitment Process

This position is considered open until filled with the first review of resumes to begin **November 5, 2018**. To be considered, candidates must submit a compelling cover letter, comprehensive resume, and three professional references to apply@ralphandersen.com. Interested candidates should apply early in the process for optimum consideration. Confidential inquiries are welcomed to Mr. Greg Nelson at (916) 630-4900.

Prior to final interviews, candidates will be required to sign a release form to authorize verifications to be conducted including employment history, degrees obtained, and other certifications.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

LEARN MORE & CONNECT

Find out the latest information about this recruitment, Austin initiatives, opportunities and fun things to do in the Live Music Capital of the World.

[Recruiter's Website](#)

[City's Website](#)

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