

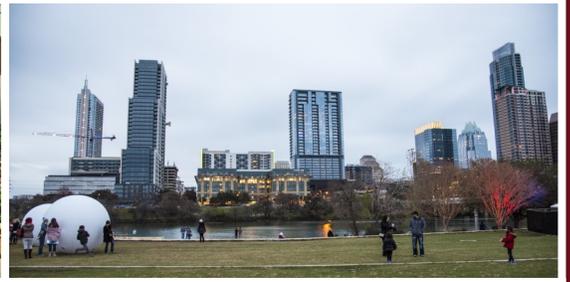


City of Austin, TX

# Assistant Director of Economic Development



301 W. 2nd Street, Ste. 2030 Austin, TX



## About Austin, TX

This vibrant and dynamic city tops numerous lists for business, entertainment and quality of life. One of the country's most popular, high-profile and "green" cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com), #1 on the "On Numbers Economic Index" as the fastest growing economy, and #9 on Forbes list of "America's Best Employers" making the City of Austin the highest-ranking employer in the government services sector. Austin continues to lead the country 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 and St. David's Healthcare. From the home of state government and institutions of higher education to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health and sustainability. From founding through the year 2000, Austin's population roughly doubled every 20 years.

## Austin City Government

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the Council-Manager form of government. Austin's mayor is elected from the city at large and ten council members are elected from single-member districts. Terms of the mayor and council members are four years and terms are staggered so that a general election is held every two years with half the council being elected at each election. Term limits for the mayor and council members provide for two consecutive four-year terms. The City Council is responsible for appointment of the City Manager who is the Chief Administrative and Executive Officer of the City, City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk.

The Mayor, Council, and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner.

## The Economic Development Department

The City of Austin has established itself as a world leader in technology, innovation, energy, workforce development, music and creativity. The Economic Development Department (EDD) develops and leads the innovative programs that increase the prosperity of Austin's residents, businesses, arts groups and non-profits, and our diverse neighborhoods.

The Economic Development Department supports and recruits business to Austin through the following divisions: Cultural Arts, Global Business Expansion, Heritage Tourism, Music & Entertainment, Redevelopment and Small Business. The Economic Development Department strives to create a sustainable cultural and economic environment that enhances the vitality of Austin.

## The Position

Under general direction of the Director of Economic Development, this position is accountable for assisting the Director of Economic Development to plan, direct, manage, and oversee the activities and operations of the Economic Development Department. The position will direct personnel involved in providing programmatic, financial, and managerial support for the department.



## Duties, Functions, and Responsibilities

- Oversees and ensures all activities are carried out in compliance with department policy; and Local, State, and Federal regulations and laws governing activities.
- Assists in directing the activities related to the development, implementation, and evaluation of initiatives, organizational structure, and daily operations.
- Assists the Director and Deputy Director with reviewing agendas, reports, and policy statements for presentation to boards and commissions, City Council, and business and community groups.
- Assists the Director and Deputy Director with analyzing fiscal impact of proposed policies and programs and recommends options to the Director and Deputy Director.
- Oversees the development of performance measures and reporting systems and utilizes to establish accountability, determine progress, evaluate alternatives, assess productivity, and obtain agreement on expectations in order to achieve required department/division business results.
- Delegates activities, responsibilities, and authority, as necessary and desirable, to division staff while retaining overall responsibility and accountability for performance.
- Ensures that responsibilities, authority, and accountability of all direct subordinates and unit supervisors are defined and understood.
- Fosters and develops a culture of positive customer experiences in working relationships with key staff; division and departmental employees; other governmental organizations; and with external services, such as consultants, legal counsel, boards and commissions, and City Council.
- Maintains current knowledge, trends, practices, and opportunity areas in all the Economic Development program areas.
- Represents Director and/or Deputy Director at City Council Meetings, to Boards and Commissions, and at community events as directed.

## Education and Experience

Qualified candidates will have a Bachelor's degree from an accredited college or university with major coursework in public or business administration, economic development, urban planning, or in a closely related field, plus five (5) years' experience in management of projects and programs related to the job, including two (2) years of experience which were in a managerial capacity. A Master's degree from an accredited college or university may substitute for non-management experience up to a maximum of two (2) years.

## The Ideal Candidate

The ideal candidate should possess a record of accomplishment in economic and community development with knowledge of public policy development and analysis. Experience in fiscal planning, budget preparation, and the principles and practices of public administration are required to be successful in this position.

The ideal candidate should be skilled in building and maintaining a broad and diverse spectrum of partnerships with City employees, the public, elected officials, and boards and commissions, and have experience presenting/communicating complex information and technical issues in non-technical terms to the general public; advanced written and oral communication skills are imperative.

The ideal candidate needs to be a strategic leader with effective communication, strong collaboration, and negotiating skills to be successful. This person needs to have the capacity and interest to be an effective mentor and leader for staff and should inspire staff to achieve excellence.

## Salary

The City of Austin offers a competitive salary commensurate with experience and extensive benefits including a generous pension system. Relocation assistance will be available for a successful out of area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume for consideration by **March 30, 2020** to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: COAADED

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)

