



City of Austin, TX

Director of Austin Code



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" and culturally dynamic 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 Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019), and ranked in the top ten on Forbes list of America's Best Employers for 2017. 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 the Austin Marathon, Rodeo Austin, Austin Urban Music Festival, Blues on the Green, Austin Pride Festival, Austin Trail of Lights, SXSW, Austin City Limits, and Formula 1, and being home to companies such as Apple, Samsung, Dell, Oracle, IBM, and Ascension Seton Health. 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, 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 the 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 City Council and City Manager of Austin are committed to the mission of delivering the highest quality, cost-effective services. Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

City of Austin Strategic Direction

Strategic Direction 2023 is inspired by Imagine Austin, which flourished from an extensive community engagement process that laid out a 30-year vision for our community.

This Strategic Direction sets six strategic outcomes for the next three to five years. Utilizing an outcome-based approach to setting priorities and budgeting enables the City to proactively address multiple time horizons, more thoughtfully assess performance, and improve community outcomes.

The Austin Code Department supports the Safety strategic outcome, whose indicators for success include:

- A. Success of emergency response
- B. Community compliance with laws and regulations (actual and perceived)
- C. Emergency prevention, preparedness, and recovery
- D. Fair administration of justice
- E. Quality and reliability of critical infrastructure



Austin Code Department

The Austin Code Department has grown from a small division of the Austin Resource Recovery Department to a department with more than 140 employees and a budget of \$27 million, with an important responsibility to the community it serves.

Mission Statement: To build a safer and greater Austin together through code education, collaboration, and enforcement.

Strategic Goals:

- *Strong Community Relations:* Strengthen community relations, awareness, and understanding of local code requirements.
- *Safe Environment:* Ensure safe, healthy, and legal uses of Austin lands and properties.
- *Fair and Just Administration:* Deliver fair, equitable, and transparent enforcement of City codes.

The Position

Under the direction of the Assistant City Manager for Public Safety, the Director of Austin Code is responsible for planning, directing, and coordinating code compliance to secure and maintain City code regulations as they relate to housing standards, vacant lots, salvage yards, and other zoning restrictions.

Duties, Functions, and Responsibilities

- Ensures the enforcement of applicable City codes and ordinances; and develops proposed ordinances/ ordinance amendments, as needed.
- Manages and coordinates code compliance programs and activities among various City Departments, neighborhood associations, public agencies and/or private sector representatives, judicial agencies, and law enforcement agencies.
- Develops programs to promote code compliance and educate the public in regard to the issues and goals of the department; ensures quality customer service to the public through monitoring, evaluating, measuring, and developing services.
- Develops implements short and long-range strategies, objectives, policies, and priorities; determines appropriate service and staffing levels; and allocates resources accordingly.
- Plans, manages, and develops the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Acts as official departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Briefs and advises City management, the Mayor, and City Council regarding code compliance administration and enforcement in person and through written reports.



Duties, Functions, and Responsibilities continued..

- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Coordinates activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager's Office.
- Develops and negotiates contracts between the City, private developers, and other governmental entities.

Education and Experience

Qualified candidates must have a Bachelor's degree from an accredited college or university with major coursework in Business Administration, Public Administration, Environmental Management, or in a field related to the job, plus seven (7) years of related experience, 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 up to two (2) years of experience.

Licenses and Certifications Required:

A valid Texas Class C Driver License required.

Preferred Qualifications:

A Master Code Professional (MCP), ICC/AACE Certified Code Enforcement Officer (CCEO), and/or an ICC/AACE Certified Code Enforcement Administrator certification is desired.

The Ideal Candidate

The City seeks an ideal candidate with the following:

- Knowledgeable of city code as it pertains to the housing standards, vacant lots, salvage yards, and other zoning restrictions; knowledge of Texas codes will be beneficial.
- Proven track record of code compliance/code enforcement, a high focus on customer service and a desire to educate the community.
- Experience in fiscal planning, budget preparation, and the principles and practices of public administration are required to be successful in this position.
- Skilled in developing and maintaining a broad and diverse spectrum of partnerships with various City Departments, neighborhood associations, public agencies and/or private sector representatives, judicial agencies, and law enforcement agencies.
- Confident public speaker with experience addressing the media, community groups, and other audiences.
- Adheres to the highest ethical and moral standards and be able to display transparency.
- Strategic leader with effective communication and strong collaboration and negotiating skills to be successful.
- Capacity and interest to be an effective mentor and leader for staff and should inspire staff to achieve excellence.
- Advanced written and oral communication skills are imperative.

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 **August 03, 2020** to:

resumes@affionpublic.com

Reference: COACODE

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