



# City of Austin

## Economic Development Department Deputy Director



## **About Austin, Texas**

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities was selected as the "Best City for the Next Decade (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and #1 on the "On Numbers Economic Index" as the fastest growing economy. 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, and Seton Healthcare. 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 center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. Since 1900, Austin's population has doubled every 20 years.

## **Austin City Government**

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The Austin City Council is elected at large by the voters of the city. The Council is elected from 10 single member districts, with the mayor at large. Five members hold two year terms and five members hold four year terms. The Mayor's term of office is four years.

The City Council appoints the City Manager, who is the chief administrative and executive officer of the city. The City Manager has responsibilities for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on budget, programs, policies, and services. The City Manager implements the organization's administrative responsibilities with a strong team of Assistant City Managers and the Austin Energy General Manager. The City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. The organization's vision is to make Austin the most livable city in the country and the City Manager's resolve is to make it the best-managed city in the country.

## **The City of Austin Economic Development Department**

The City of Austin's Economic Development Department (EDD) develops and leads the innovative programs that increase the prosperity of Austin's citizens, our businesses, and our diverse neighborhoods.



## **The Position**

Under general direction of the Director of the City of Austin Economic Development Department, the Deputy Director is responsible for assisting the Director of EDD to plan, direct, manage, and oversee the activities and operations of EDD. Directs personnel involved in providing programmatic, financial, and managerial support for the Department.

The Economic Development Department Deputy Director will have direct responsibility for the following divisions:

### *Global Business Recruitment and Expansion Division*

The Global Business Recruitment and Expansion Division increases jobs and investment in Austin through business attraction and by assisting local businesses with international expansion and trade.

### *Music & Entertainment Division*

The City's Music & Entertainment Division is an economic development accelerator and centralized resource center for Austin's music industry, and an active community partner for Austin's citizens, community groups, and neighborhoods. For a full list of our programs and services, visit [www.atxmusic.org](http://www.atxmusic.org).

### *Redevelopment Division*

The Economic Development - Redevelopment Division is rebuilding key assets of the city and administering public-private redevelopment agreements that support mixed-use project development and downtown redevelopment. Currently, several projects have entered active design and construction phases requiring increased levels of developmental involvement. The Redevelopment Division is well versed in developing various partnerships using a variety of financing mechanisms that result in the implementation of large catalyst projects that translate vision into reality.



## **Duties and Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Assists with ensuring that all activities are carried out in compliance with department policy, local and state, and federal regulations and laws governing activities.
- Assists with directing the activities related to the development, implementation and evaluation of initiatives, organizational structure, and daily operations.
- Assists with overseeing activities designed to enhance organizational health and welfare of employees to include safety and employee health activities, reward and recognition activities, etc.
- Assists with reviewing agendas, reports, and policy statements for presentation to boards and commissions and the Austin City Council.
- Assists with analyzing fiscal impact of proposed policies and programs and recommends options to the Department 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.
- Develops excellent 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 the Austin City Council.
- Informs the Director about current trends, problems and activities in these areas to facilitate decision making.
- Represents Department Director at City Council Meetings, Boards and Commissions, and Community events as directed.

## **Knowledge, Skills, and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of public policy development and analysis.
- Skill in preparing and analyzing budgets, reports and studies.
- Skill in communicating effectively both orally and in writing.
- Skill in handling multiple tasks and prioritizing.



### **Knowledge, Skills, and Abilities continued...**

- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in evaluating bids and making recommendations.
- Ability to plan strategically.
- Ability to plan and schedule operations.

### **Education and Experience**

Qualified candidates will have a Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Urban Planning, or a closely related field. The ideal candidate will have experience in managing and directing a complex organization with a minimum of five years supervisory experience.

### **The Ideal Candidate**

This individual should also have experience with economic development and downtown redevelopment and be well versed in managing the development and challenges that may occur in both areas. The knowledge of current trends, issues and strategies that affect and influence all aspects of economic and community development is required. Experience creating jobs through business attraction and assisting local businesses with international expansion and trade will be vital. Knowledge on live music issues and emergent music development will be beneficial.

The successful candidate should have strong interpersonal skills and must have the capacity and interest to be a supportive leader for staff. The ideal candidate should have proven experience in building and maintaining a broad spectrum of partnerships with the community, project developers and internally. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.



### **Salary**

Austin offers a competitive salary commensurate with experience. Austin's excellent benefits package includes medical, dental and vision coverage, life insurance in the amount of base salary, optional supplemental life insurance, short term disability coverage at no cost, flexible spending accounts, an award-winning wellness program, a legal plan, two childcare programs, compensated leave programs and commuter transportation through CMTA and other services. The positions participate in the City of Austin Employees' Retirement System. Residency within the city limits of the City of Austin is not required.

### **How to Apply**

Applicants should forward a cover letter and resume to:

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

Reference: AUSDDDED

Affion Public  
2120 Market Street  
Camp Hill, PA 17011  
888.321.4922  
Fax: 717-214-8004  
[www.affionpublic.com](http://www.affionpublic.com)



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