



City of Austin

Economic Development Department Redevelopment Division Manager



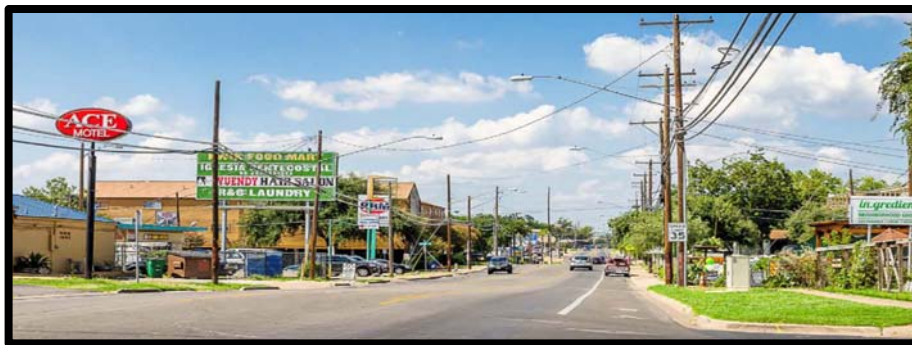
About Austin, Texas

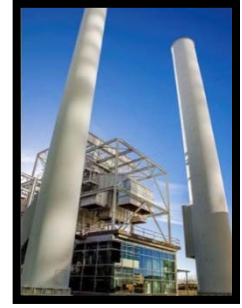
This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities was selected as the "Best City for the Next Decade (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) 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

The Economic Development Department - 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.

Under the general direction of the Economic Development Department Deputy Director, the Redevelopment Division Manager provides leadership and management of the City's redevelopment programs and services and facilitates collaboration of all invested parties to ensure success of these programs and services.

Duties and Functions

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

- Develops and manages redevelopment programs, services, and budgets.
- Recommends short and long-term strategies for promoting redevelopment of underutilized tracts of land.
- Develops, collaborates and implements financing techniques.
- Advises and prepares reports for the Deputy Director, Director, and City Management on policies, procedures, issues, opportunities, and status of redevelopment activities.
- Coordinates the development, evaluation, and monitoring of project plans, performance measures, City bid documents, and service contracts.
- Recommends consultant services.
- Assist in the negotiation of development agreements with developers and other parties.

Duties and Functions continued...

- Coordinates redevelopment activities involving other City departments, citizen groups, property owners, developers, regulatory agencies, and federal and state agencies.
- Fosters and maintains a favorable public image for the City's Redevelopment Program.
- Prepares and makes presentations to Department and City Management, public committees, commissions, and groups.
- Remains current on practices and financial tools.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

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 economic and community development and redevelopment and trends in these areas.
- Knowledge of principles involved in urban land development and real estate financing.
- Knowledge of project management systems and project accounting.
- Knowledge of contracts and contracting procedures.
- Knowledge of public funding process as it relates to budgeting cost accounting, financial planning and management.
- Knowledge of construction and design principles, practices and procedures.
- Skill in interpersonal relationships.
- Skill in adapting, interpreting, and applying guidelines and standards.
- Skill in using available software packages.
- Skill in evaluating contract agreements.
- Skill in developing and compiling reports.
- Ability to plan, implement, coordinate and oversee projects and programs.
- Ability to communicate effectively both orally and in writing, including public presentations.
- Ability to build consensus and lead a diverse constituency to achieve organizational goals and directives.

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, Finance, Engineering, Planning, Real Estate or related field, or a closely related field. The ideal candidate will have a minimum of five (5) years experience in community development, planning, project management and public finance with a minimum of three (3) years experience in a supervisory/managerial capacity.

A Master's degree in a field related to Business Administration, Public Administration, or a related field plus three (3) years of experience, two (2) of which were in a lead or supervisory capacity, may substitute for the required education and work experience.

The Ideal Candidate

This individual will have knowledge of current trends, and issues and strategies that affect and influence all aspects of economic, community development, and redevelopment. Strong project management skills are essential for this role.

The ideal candidate should have proven experience in building and maintaining a broad spectrum of public-private partnerships. The successful candidate should have strong interpersonal skills, effective communication skills and a commitment to excellence. This person must also have the capacity and interest to be an effective mentor and leader for staff.

The ideal candidate must be able to set a positive example of competence, professionalism, energy and work ethic to the organization and community. Advanced written and oral communication skills are imperative for this position.





Salary

Austin offers a competitive salary and benefits package. The salary range for the position is \$77, 950 to \$117, 800. The starting salary will be commensurate with qualifications and 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

Reference: AUSRDM

Affion Public
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