



City of Austin, Texas

ASSISTANT CITY MANAGER



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EXECUTIVE RECRUITMENT

WELCOME TO AUSTIN, TEXAS

Exciting career opportunity to join a high performing, collaborative executive team dedicated to providing innovative, high quality, cost effective services to a world class city. The Assistant City Manager is responsible for the City's Strategic Outcome "Government That Works For All." 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 residents. 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.

One of the country's most popular and culturally dynamic cities, Austin was ranked #1 by

the Wallstreet Journal in 2020 as the Hottest Job Market in the USA. Austin was selected as the #1 Best Place to Live in the U.S. and #4 on the Best Places to Retire by U.S. News & World Report in 2019 and ranked in the top ten on Forbes list of America's Best Employers in 2017. In support of the LGBTQ people who live and work in Austin, in 2020 and the previous seven years, the City of Austin scored 100 points out of 100 on the Municipal Equality Index from the Human Rights Campaign.

Emerging as a player on the international scene, Austin is well known for its diverse events such 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, Tesla, Google, 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, smart mobility and sustainability. From its founding in 1835 through the year 2000, Austin's population roughly doubled every 20 years. Austin's population continues to increase with more than 100 people moving to the Austin area daily.

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 four years with a maximum of 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 more than \$4 billion, the City Manager and staff deliver a broad range of services to the citizens of Austin.

Strategic Outcomes and Indicators

 ECONOMIC OPPORTUNITY & AFFORDABILITY Having economic opportunities and resources that enable us to thrive in our community.	 MOBILITY Getting us where we want to go, when we want to get there, safely and cost-effectively.
 SAFETY Being safe in our home, at work, and in our community.	 HEALTH & ENVIRONMENT Enjoying a sustainable environment and a healthy life, physically and mentally.
 CULTURE & LIFELONG LEARNING Being enriched by Austin’s unique civic, cultural, ethnic, and learning opportunities.	 GOVERNMENT THAT WORKS FOR ALL Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and innovative.

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 will be responsible for [“Government that Works For All.”](#)



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.

The Position

Under the general direction of the City Manager and City Council, and in partnership with the Austin community, the Assistant City Manager 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 Manager 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 will oversee the following portfolio of city departments. The overall responsibility includes \$258.3 million in budget and 1,072 full-time equivalent employees (FTEs): Building Services, Civil Rights, Communications and Public Information, Communications and Technology Management, Financial Services, Human Resources, Intergovernmental Relations and Labor Relations.

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:

- Oversee primarily the internal service functions of the City, the Assistant City Manager must balance competing demands both to and from those departments. This dynamic requires finesse in management and relationship skills to achieve the highest outcomes.
- The ability to drive innovation should, likewise, be applied internally to exploring alternative service delivery models and organizational adjustments.
- The next Assistant City Manager's leadership priorities should include efforts to connect with employees throughout the various units, locations, and shifts across the city – a daunting task but important commitment.
- 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 they 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.
- 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:

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. Experience in government or an organization closely related to government is highly valued.



Compensation and Benefits

Starting salary range is \$240,000-\$250,000 dependent 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: 14 holidays per year are observed (12 official and 2 personal).

Leave: Accrue 1.92 days of vacation leave per month (23 days per year) and 1 day of sick leave per month

Working with the City of Austin provides a number of health and welfare benefits such as low-cost medical, dental, vision, paid leave time, a highly competitive retirement plan, training opportunities and more. Please click [here](#) for more information.

Recruitment Process

Interested candidates should apply at once to www.GovHRjobs.com with a cover letter, resume, and contact information for at least five (5) professional references to the attention of Heidi Voorhees President GovHR USA, 630 Dundee Road, Suite 225 Northbrook, IL 60062. Position is open until filled.

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.

The City of Austin is an Equal Opportunity Employer.



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