

Assistant Director Housing and Planning



HOUSING AND PLANNING DEPARTMENT

CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly qualified individual to fill the Assistant Director, Housing and Planning position, which reports to the Department Director.

The Assistant Director, Housing and Planning will have several exciting challenges to address and areas of opportunity in which to excel. Among these is the need to support the vision for the Department, advance the City's non-discrimination initiatives, and promote outreach, education, and awareness events for both businesses and community stakeholders. The successful candidate will be instrumental in driving the department's programs including planning, zoning, annexation, historic preservation, displacement prevention, and urban design for the City of Austin.

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, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #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 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.

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, Austin is 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.

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 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 several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



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, the City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk.

To learn more about the dynamic City of Austin, visit austintexas.gov.

CITY OF AUSTIN STRATEGIC DIRECTION 2023

STRATEGIC OUTCOMES AND INDICATORS: The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of Strategic Direction 2023, a guide to improving the quality of life and civic participation in the Austin Community over the next three to five years. The Assistant Director reports through the Department Director to an Assistant City Manager, who oversees the Economic Opportunity and Affordability Strategic Outcomes. The Assistant Director will be responsible for supporting cross-departmental issues and involving external stakeholders as it relates to all six of the Strategic Outcomes. For more information, visit [Austin Strategic Direction 2023](#).

Economic Opportunity and Affordability: Having economic opportunities and resources that enable us to thrive in our community.

INDICATORS:

- A. Employment
- B. Income equity
- C. Cost of living compared
- D. Housing
- E. Homelessness
- F. Skill and Capability of our community workforce
- G. Economic Mobility



HOUSING AND PLANNING DEPARTMENT

On October 1, 2020, the Neighborhood Housing and Community Development Department and the Planning and Zoning Department were merged to create the Housing and Planning Department. This resulted with a department to integrate comprehensive planning, zoning, and displacement prevention to include all affordable housing program delivery - central to community and council priorities. The new structure allows for equitable and inclusive planning, displacement prevention, and related policies, programs, and projects that seek to create a diverse and racially inclusive City by partnering with neighborhoods, businesses, agencies, and residents to bring about positive change for our communities. The merger provides additional regulatory interventions and processes to strengthen the activities described in the Displacement Mitigation Strategy, which guides and identifies actions that prevent the displacement of vulnerable low-income households and communities of color, including tenant stabilization services. This includes allocating additional staff to displacement prevention activities, enhanced engagement with diverse communities, and planning practices and regulations focused on the prevention of displacement of communities of color. Finally, the creation of the Housing and Planning Department enhances the City's ability to implement the City of Austin's Analysis of Impediments to Fair Housing, and with the need for tenant stabilization which has increased significantly as a result of the economic impacts from the COVID 19 pandemic.





THE POSITION

Under nominal supervision, this position provides direction for planning, zoning, annexation, historic preservation, displacement prevention, and urban design for the City of Austin.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Establishes goals and objectives for assigned divisions and programs and evaluates achievement.
- Manages and directs department divisions and programs under general direction of the Director.
- Resolves sensitive political issues and conflicts and establishes sound management practices. Interprets policies, provides staff direction on policy, and recommends changes to policies and procedures.
- Represents the City before various professional affiliations, the business community, and other public, private, and nonprofit entities to promote the City and respond to the interests of these groups.
- Cultivates partnerships with outside public and private organizations to access resources, improve the efficiency of service delivery, and carry out planning principles and policies.
- Participates in the department strategic planning process. Develops and implements assigned business plans that promote completion of the overall City of Austin business/strategic plan and initiatives. Analyzes employee and business needs and develops short- and long-range strategies, goals, and action plans to meet those needs. Develops and monitors the divisions' and business unit budgets.
- Prepares and reviews reports as part of the process of monitoring and communicating performance results.
- Recruits, develops and retains management and senior professional staff to ensure completion of assigned goals and objectives.
- Presents to City Council, Boards, Commissions, vendors, and the general public regarding Planning and Development Review initiatives.

QUALIFICATIONS

The following are the minimum qualifications required for the Assistant Director, Housing and Planning:

- **Education:** Graduation with a Bachelor's degree from an accredited college or university with major course work in Urban or Regional Planning, Public Administration Business Administration, or a field related to the job. Graduation with a Master's degree from an accredited college or university may substitute for two (2) years of the required experience.
- **Experience:** Six (6) years of related experience, including two (2) years of experience, which were in a supervisory or managerial capacity.
- **Licenses and Certifications Required:** Texas Class C Driver License.



IDEAL CANDIDATE

The ideal candidate will be a Change Agent familiar with the City of Austin's history and racial inequities in addition to possessing excellent interpersonal skills with a strong ability to establish relationships with City staff and the community. Credentialed candidates with certifications or professional registrations related to housing, redevelopment, and/or urban planning, in addition to prior management and leadership experience in a large, robust city/organization are highly preferred. Advanced written and verbal communication skills are imperative for this position.

The following core competencies are important for this role:

- **Leadership:** Uses a collaborative approach with appropriate judgment to handle critical, problematic, or a striking set of conditions with focus, ownership, and accountability. The ideal candidate will be a leader that remains focused on safety, equity, inclusion, and ethics.
- **Strategic Thinker:** Has the ability to formulate and communicate sound business strategy and implement clearly and concisely.
- **Effective Communicator:** Demonstrates the ability to convey and receive information and ideas in an open, clear, and articulate manner with respect to cultural differences and others' perspectives. Ability to take the complex and simply for those not familiar with the subject matter.
- **Customer Focused:** Strives to deliver high-quality results and superior service that exceeds expectations while remaining mindful of the needs and perspective of both our internal and external customers.
- **Community Collaborator:** Experience collaborating and presenting to internal and external stakeholders on projects and programs that might include public outreach, council updates, and program implementation.
- **Results Oriented:** Ability to achieve organizational goals and objectives. Ability to implement conflict resolution and management skills to achieve common goals.
- **Agility:** Ability to effectively manage changes and guide those changes through significant challenges while continuously building relationships with internal and external stakeholders.
- **Equity Lens:** Ability to use an equity lens and framework to create inclusive, diverse, and safe workspaces and programs.

COMPENSATION AND BENEFITS

The salary range for this position is \$143,000 to \$153,000. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/department/active-employee-benefits to learn more about the City's employee benefits.

Reasonable relocation benefits will be provided to the successful candidate.



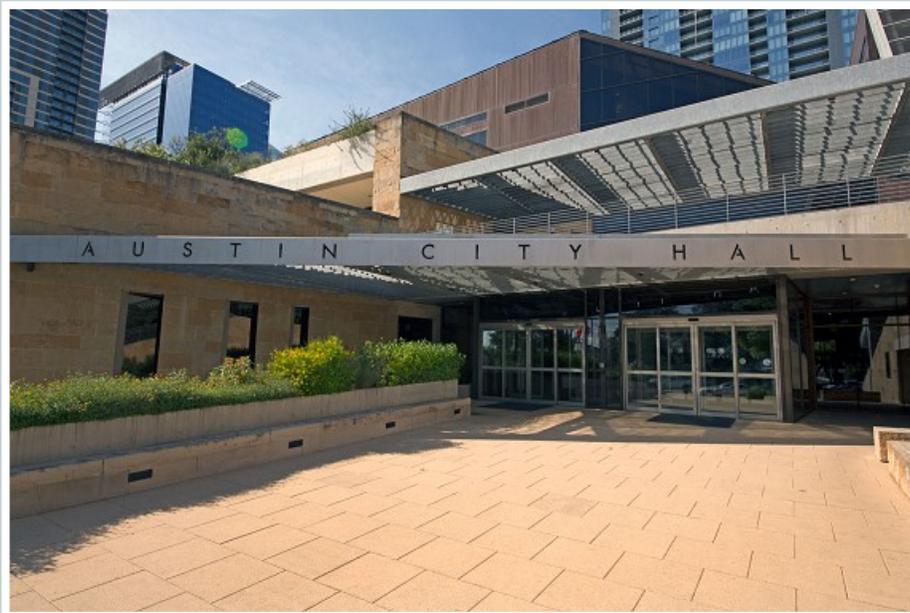
APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by November 29, 2020. To apply, candidates must submit an application, a comprehensive resume, and cover letter online via the City of Austin jobs website at <http://www.austincityjobs.org/postings/85362>. Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Doron Silberstein
Doron.Silberstein@austintexas.gov
512-974-3248

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.



The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.