



Austin-Bergstrom International Airport (ABIA)
Invites Applications for
Chief Administrative Officer



Austin-Bergstrom
International Airport



Austin-Bergstrom International Airport (AUS):

City of Austin opened Austin-Bergstrom International Airport (ABIA) in 1999, after converting the former Bergstrom Air Force Base. Massive new construction was undertaken including the modern 700,000 square feet passenger terminal named after Barbara Jordan “Texas Civil Rights Activist” and a new air-control tower. With over 4,200 acres owned by the City of Austin, two (2) wide spaced parallel runways allowing simultaneous landings and/or takeoffs. Twenty-four (24) aircraft gates and one (1) commuter gate and currently constructing a nine (9) gates expansion schedule opening in fall of 2019, with the soon to open South Terminal in April 2017. ABIA serviced over 12 million passengers in 2016 to 50 non-stop destinations, with 13 major Air-carriers. The campus has a Hilton hotel (273 guest rooms) with an additional Hyatt Place hotel (139 guest rooms) opening in spring of 2017. Over \$280 million dollars in Capital Improvement are scheduled for multiple parking lot projects, a new Department of Aviation professional buildings and upgrades to make our traveling customers feel that unique “Austin, Texas Hospitality”.

The City of Austin

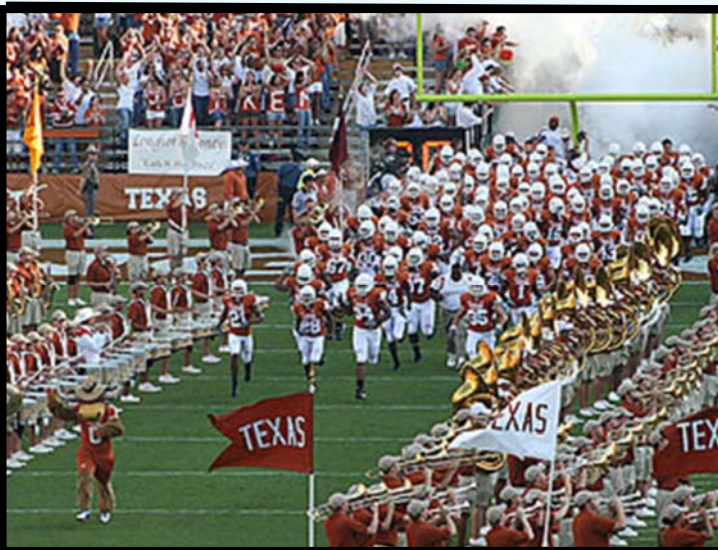


This vibrant and dynamic city tops numerous lists for business, entertainment and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and is #1 on the "On Numbers Economic Index" as the fastest growing economy.

- Austin ranks #1 – America's Next Boom Town (Forbes, 2016)
- Austin ranks #1 – America's Fastest Growing Cities (Forbes, 2016)
- Austin ranks #2 – 2016 Best Places to Live in the United States (US News & World Report, 2016)



- One of the Best Cities in North America (Travel & Leisure, 2016)
- One of the 13 Hottest US Cities for 2016 (Business Insider)
- Austin ranks #1 Best Cities for Millennials (Time, 2015)
- Austin ranks #1 Top City for Tech Businesses in Global Ranking (Wall Street Journal 2015)



The City of Austin

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.



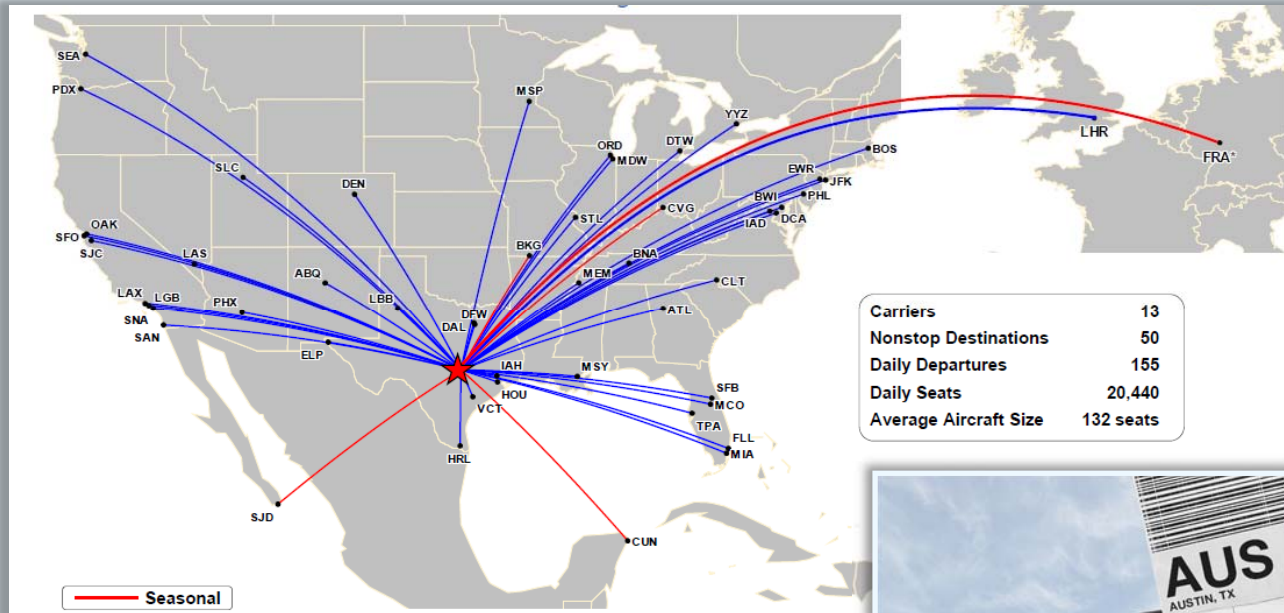
The City offers a wide range of events, from music concerts, food festivals and sports competitions to museum displays, exhibits and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning 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 excellent opportunities for rowing, kayaking, canoeing, camping, rock climbing, disk golf, mountain biking, fishing and more. Austin has something for everyone.



Career Opportunity



The Chief Administrative Officer (CAO) will report to the Aviation Executive Director. This position will be responsible for planning, directing and coordinating the activities to implement strategic planning, talent acquisition, business assurance, performance management and human resources.

The CAO will establish and ensure compliance with programs goals and objectives, policies and procedures, etc. Identify resources and provide leadership in maximizing the strategic use of resources; coordinate and collaborate with airport stakeholders and department managers impacted by the programs. Facilitate regular communication with management and, when applicable, employees, to foster a collective responsibility for the work, enhance employee morale, and maintain open lines of communication and transparency. Regularly evaluate programs effectiveness relative to measurable performance objectives. Participate in strategic, long-range planning processes, develop and monitor assigned budget, etc.





Position Qualifications

To be considered for this position graduation from an accredited four (4) year college or university with major coursework in a field related to Business; Finance; Accounting; or Economics or related field, plus five (5) years of supervisory or managerial experience associated with department wide budget programs or programs associated with operational services. A Masters' degree in Business, Finance, Accounting, Economics or other related field may substitute for two (2) years of the required managerial experience.

Preferred Qualifications

- Recent experience working with Executive stakeholders in designing, implementing and managing Change Management & Organizational Transformation Leadership programs.
- Recent experience managing Professional-Level Staff of ten (10) or more.
- At Least five (5) years of recent professional work experience on a Managerial Level.
- At Least five (5) years of experience designing, implementing and managing strategic plans for a 400+ employees' organization.

Salary & Compensation

The Salary range for this position will be commensurate with an attractive benefit package.

- Medical Plans (*Coverage for Domestic Partner*)
- Wellness – Healthy Connections Program
- Commuter Program
- Life Insurance
- Health Care & Dependent Care Account opinions
- Employee Assistance Program (EAP)
- Registered Dietician

How to Apply:

Please complete the City of Austin employment application form at: <https://www.austincityjobs.org/>

COA Employee Benefits: austintexas.gov/benefits

For questions contact: Eric.Bell2@austintexas.gov



