

The City of Austin, Texas  
Austin Code Department  
**Assistant Director**  
*Management Services*



**AUSTIN**CODE  
DEPARTMENT



## PROFESSIONAL OPPORTUNITY

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The City of Austin is seeking a highly qualified candidate to serve as an Assistant Director for the Austin Code Department. This Assistant Director will demonstrate strengths in leading financial processes and initiatives, up to and including annual budget preparation, financial forecasting, financial reports/budgets, human resources, safety and more.

The ownership of innovative processes, such as Austin Code's new web based education, will belong to the incumbent as their ability to foster/develop talent, manage key partnerships with stakeholders, balance multiple internal and external projects and both embrace and drive change initiatives

## ABOUT AUSTIN

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This vibrant and dynamic city tops many lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally rich cities, Austin was recently selected the number one *Best Place to Live in the U.S.* (U.S. News & World Report). In 2016, Forbes named Austin the city most likely to prosper over the next decade on their *America's Cities of the Future* list, and the city of Austin ranked in the top ten on Forbes list of *America's Best Employers* for 2017.

Austin continues to lead 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, Seton Healthcare, and maybe Amazon. 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 recreational opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing and more. Austin truly has something to offer for everyone.

## ABOUT CITY GOVERNMENT

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The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin is a 10-1 council system with a Mayor and Council Members that represent ten districts. The entire City Council is elected at-large by the voters of the city. The Mayor and Council Members may serve in their respective seats for a maximum of six years or 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 13,500 and a budget of \$3.7 billion, the City Manager and staff deliver a broad range of services to the citizens of Austin.

The City Council and City Manager of Austin are committed to the mission of delivering the highest quality services cost-effectively. The City Manager's resolve is to make it the most livable and best-managed city in the country.

## ASSISTANT DIRECTOR

The Assistant Director will serve under the direction of the Director of the Austin Code Department. The department's mission is to provide effective community education and fair and equitable enforcement of local property maintenance, land use, and nuisance codes in order to gain and maintain compliance, so Austin will be safe and livable.

Under nominal direction, this position directs

the daily operations and management of the Austin Code department requiring knowledge of business planning, finance and budgeting, policy and program administration, and strategic management of human capital. Executes policies included in City ordinances, resolutions, administrative regulations, and State law.

## ABOUT AUSTIN CODE

In 2009, the Austin Code Department was a small division of the Solid Waste Services Department. Austin Code now has over 100 employees, and is a standalone department with an important responsibility to the community we serve. The area served by Austin Code includes the following:

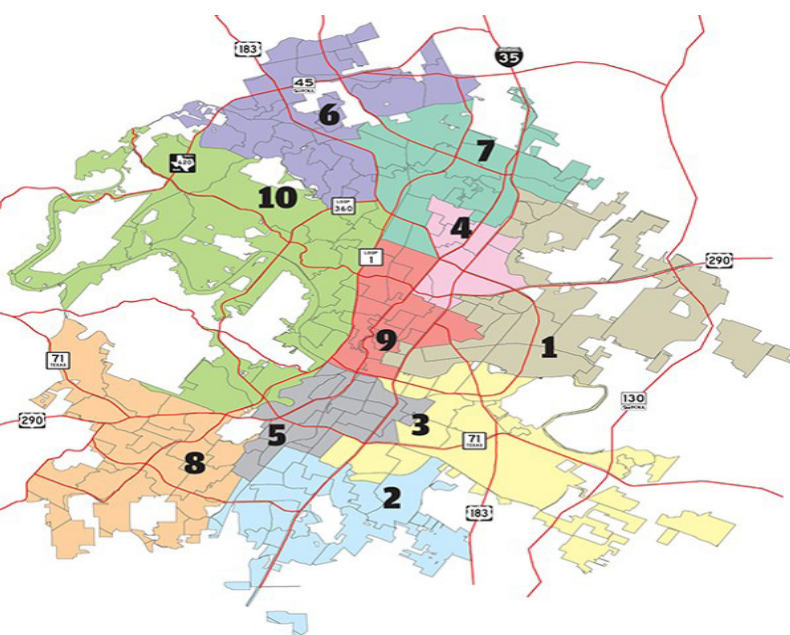
- 325 Square Miles
- 950k Population
- 25k Complaints Annually
- 146 Employees
- 81 Field Inspectors
- 333 Average Enforcement Demand Per Inspector
- \$23M Budget

## CORE COMPETENCIES

**Achieves Results** – Has the ability to achieve organizational goals and objectives.

**Culturally Competent** – Understands group differences that make us all unique; skilled at understanding and appropriately responding to any combination of cultural variables that internal and external customers bring to interactions.

**Communicates Effectively** – Demonstrates the ability to convey and receive information and ideas in an open, clear and articulate way with respect to cultural differences and others' perspectives.





**Exercises Leadership** – Uses appropriate judgment to handle critical, problematic or a striking set of conditions with focus, ownership and accountability.

**Thinks Strategically** – Enables others to better understand and implement the vision and strategy, while being the aligned forward thinker; has the ability to formulate and communicate sound business strategy and implement it in a clear and consistent manner.

**Political Savvy** – Navigates relationships involving, complex, emotional, and /or value-based issues in order to influence and achieve positive results.

**Employee Development** – Recognizes strengths and areas for improvement in others and provides opportunities, guidance, and encouragement to build skills and capacity.

## THE IDEAL CANDIDATE

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The ideal candidate for the role of **Assistant Director of Management Services** for Austin Code should be strong in providing executive and procedural guidance to a myriad of different professionals; from Education & Collaboration, Pre-Legal, License and Registration, to Financial and HR. Outside of being able to effectively perform all traditional management service duties, Austin Code is seeking someone with a background in overseeing and guiding the building and standards commission, financial services (annual budget preparation, financial forecasting, financial-budgetary reports, and planning/guiding fleet, facility and workplace infrastructure, access, and security). With new innovations on the horizon, such as “The Code Line” which will provide an online education option, the ideal candidate should be a change



agent capable of driving a broad range of items from strategic communications, planning, both internal and external stakeholder community engagements, strategic operations and planning, human resources & safety, as well as special projects. Being able to consult with top executives on strategic planning and being agile enough to serve as liaison between both management and employees will be key things to balance for the ideal candidate.

### 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 planning and budgetary processes
- Skill in directing the activities of a large complex organization

### EDUCATION AND EXPERIENCE

- Graduation with a Bachelor’s degree from an accredited college or university with major course work in a field related to Engineering, Business or Public Administration, or related

plus a minimum of nine (9) years of related experience, two (2) years of which were in a managerial capacity.

- One (1) additional year of relevant work experience may be substituted for the required degree with a maximum substitution of four (4) years.

## ESSENTIAL DUTIES AND FUNCTIONS

- Directs, develops, implements, and maintains activities related to the key goal areas of housing standards, abandoned vehicles, vacant lots, salvage yards, and other zoning violations.
- Represents Code Compliance's interests and positions before national and local government officials, boards, commissions, associations, and community organizations.
- Plans and directs long-range goals for current and new programs within Code Compliance.
- Ensures all activities are carried out in compliance with departmental policy, local, state and federal regulations, and law governing activities.
- Directs the activities of subordinate personnel in planning the operating budget for the department.
- Coordinates with other City departments to provide technical expertise to concerned members of the public on citywide and

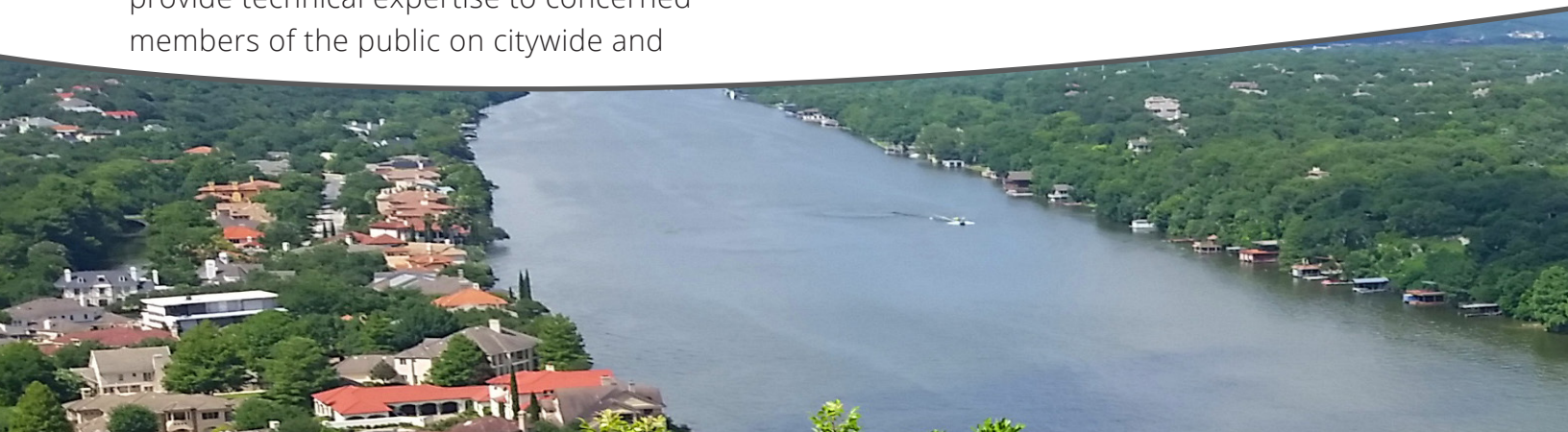
current developments in Code Compliance.

- Fosters and develops excellent working relationships with key staff, internal employees, other governmental organizations, and external services, such as consultants, legal counsel, boards, commissions, and City Council.
- Prepares policies and reviews agendas, reports, and policy statements for presentation to boards and commissions and to City Council.
- Prepares annual reports, trend analyses, and budget estimates for Code Compliance; makes presentations to City management on Code Compliance issues.
- Leads special studies and projects to improve the provision of services within the City.
- Directs and evaluates professional staff engaged in carrying out the work of the department.

## COMPENSATION AND BENEFITS

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Austin offers a competitive salary and benefits package. The salary for the Assistant Director position is commensurate and depends on qualifications and experience.





The City of Austin offers an attractive benefits package to employees that 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 and other services. Relocation assistance is negotiable.

### **CITY OF AUSTIN EMPLOYEE'S RETIREMENT SYSTEM**

Defined benefit pension plan with vesting after five years of continuous service.

**Health:** Choice of United Healthcare PPO or United Healthcare HMO. Employee –only coverage is paid by the city; dependent coverage is available at a subsidized rate.

**Dental:** Employee-only coverage. Dependent coverage is available at a subsidized rate.

**Group Life Insurance:** City-paid coverage at one, times annual base salary. Additional supplemental coverage and dependent life is an available option.

**Flexible Spending Account:** Flextra allows the employee's cost associated with group benefits

and dependent care expenses to be deducted from his/her paycheck prior to FICA and withholding taxes, on a pre-tax basis.

**Short-term Disability Insurance:** Employee coverage paid by city.

**Long-term Disability Insurance:** Available as an employee option.

**Cellphone Allowance:** Cell phone allowance available.

**Vacation:** Accrue 4.34 hours of vacation per pay period (13 days per year) with a maximum accumulation of 400 hours. Cash pay-out of leave balance not to exceed 240 hours upon separation.

**Sick Leave:** Accrue one day per month with unlimited accrual

**Holidays:** Thirteen (13) days per fiscal year.

**Workers Assistance Program:** Pre-paid professional counseling services available to employees and any member in the household.

**Service Incentive Pay:** Upon approval by the City Council, an employee is eligible for service incentive pay after a pre-determined number of years have been met.



## APPLICATION AND SELECTION PROCESS

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To be considered for this excellent career opportunity, please submit an application and resume online at [AustinCityJobs.org](http://AustinCityJobs.org). All inquiries related to the recruitment and selection process for the Assistant Director position will be directed to the city's recruitment consultant.

### SELECTION PROCESS

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications may be invited to conduct a phone interview with a Human Resources Consultant; the most qualified candidates will be referred for in-person interviews. The city anticipates making an appointment to the position following final interviews and the completion of reference and background checks.

### City of Austin Recruitment Consultant

Rod L. Sigler, MA HRM, PHR

*Human Resources Consultant*

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**Website:** [AustinCityJobs.org](http://AustinCityJobs.org)

