

THE CITY OF AUSTIN, TEXAS
DEVELOPMENT SERVICES DEPARTMENT

Deputy Director



Development CITY OF AUSTIN
SERVICES DEPARTMENT



PROFESSIONAL OPPORTUNITY

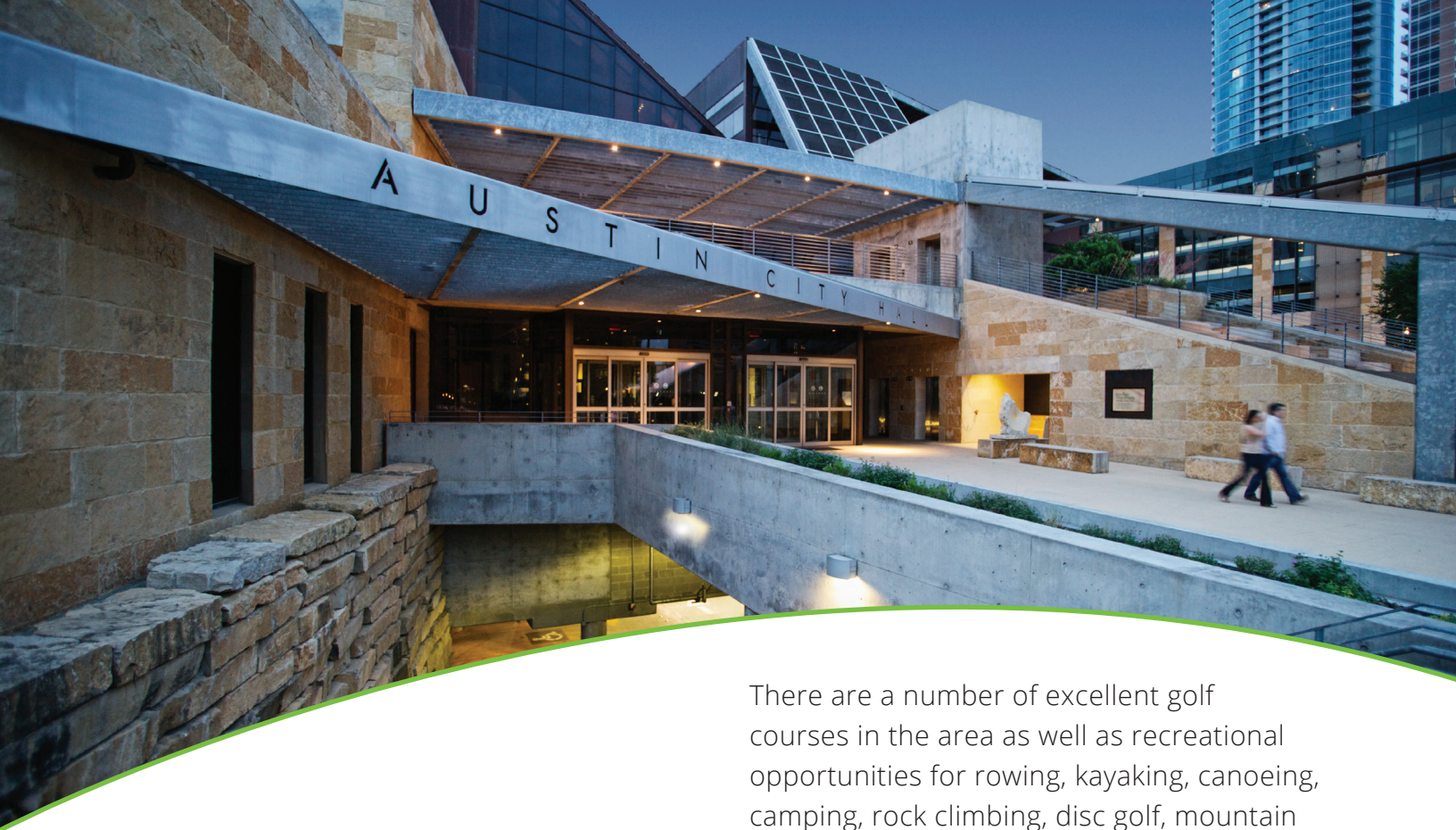
The City of Austin is seeking a highly qualified candidate to serve as a Deputy Director for the Development Services Department. The Deputy Director will demonstrate effective leadership, strategic planning, and management of multiple activities and operations under the general direction of the Director. This position offers the opportunity to create and execute policies included in city ordinances, resolutions and administrative regulations and state law in addition to the development, implementation, and evaluation of programs and services.

The successful candidate will foster a culture of positive customer service and working relationships with staff, other governmental organizations, and with external services, such as consultants, citizens, legal counsel, boards, commissions, the Mayor and City Council.

ABOUT AUSTIN

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 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 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

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.

DEPUTY DIRECTOR

The Deputy Director will serve under the direction of the Development Services Department (DSD) Director. The Department coordinates all private development reviews and inspections with 12 other city departments and Travis County.

DSD is central to Austin's development review process; most new land development proposed in Austin must process through DSD from

initial entitlement to detailed engineering plan approvals and final construction inspection. This "portal" for development in the city is essential to both the quality and timely processing of new developments both large and small.

DSD is staffed by specialists who focus on the myriad of city code regulations applicable to new development with the expertise and capacity to process new development projects to assure conformance to Austin's code, design standards, and environmental regulations.

As a member of the department's leadership team, the Deputy Director will represent the department's interest and position before state and local governmental officials, boards, commissions, associations and community organizations. The city also seeks an individual that follows city policies and procedures and federal regulations.

TYPICAL DUTIES OF THE POSITION INCLUDE:

- Oversees the effective leadership, strategic planning and management of multiple activities and operations of the department.
- Directs the development, implementation, and evaluation of programs and services that support the department's purpose and forecast, along with short and long-range strategies, objectives, and priorities.
- Creates and maintains the strategic vision and plan for the department and implements activities which align with the department mission and vision.
- Represents the department's interest and position before state and local governmental officials, boards, commissions, associations and community organizations.
- Fosters and develops a culture of positive customer service in working relationships



with key staff, division and departmental employees, other governmental organizations, and with external services, such as consultants, citizens, legal counsel, boards and commissions, and City Council.

- Builds and manages effective management teams, as well as responds to and resolves complex and sensitive issues and complaints both internal and external.
- Assists the Director with analyzing fiscal impact of proposed policies and programs.
- Ensures all activities are complete and in compliance with city/departmental policies and procedures, local, state, and federal regulations and laws governing activities.



CORE COMPETENCIES

Under the general direction of the Development Services Director, the Deputy Director leadership role will have primary oversight of the Plan Review and Inspections Divisions and will lead and direct a staff of approximately 175 employees. A total budgetary responsibility of approximately \$10.3 million, this position is responsible for permitting, including commercial and residential building plan review, site and subdivision inspections, building inspections, and trade permitting.

Communicates Effectively – Will demonstrate 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.

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.

Customer Focused – Strives to deliver high quality results and superior service that exceeds the expectations while remaining mindful of the needs and perspective both of our internal and external customers.

Decision Making – Establishes a responsible and reliable decision-making style that is firm, fair, customer-driven and aligned with the City of Austin and department mission, vision and values.

Please Note: Core competencies for the position are not limited to the items listed above.

THE IDEAL CANDIDATE

The ideal candidate is an experienced professional with a broad range of expertise that demonstrates organizational development and successful implementation of innovation and change management strategies. Strong candidates will provide visionary leadership to the department, stakeholder groups and residents. The ideal candidate is an effective communicator with strong negotiation skills and has a desire to enhance and maintain a highly-responsive, productive, high-morale workforce.

Candidates should have experience in a strong Council-Manager form of government, civil service personnel systems and an actively engaged community.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES ARE AS FOLLOWS:

- Knowledge of fiscal planning and budget preparation
- Knowledge of the principles and practices of public administration
- Skill in directing the activities of a complex and diverse organization
- Skill in oral and written communications, handling multiple tasks and priorities, data analysis and problem solving using computers and related software applications
- Ability to interpret, recommend and propose revisions to state statutes and city ordinances

- Ability to plan strategically
- Ability to consistently, effectively, and tactfully communicate with people at many levels
- Ability to communicate complex, technical issues in non-technical terms to the public
- Ability to develop and maintain effective working relationships with City employees, the public, elected officials, and boards and commissions
- Valid Texas Class C Driver License

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four year college or university with major course work in Business Administration, Public Administration, Urban Planning, and Engineering or in a field related to the job, plus six (6) years of related experience in public or business administration, four (4) years of which were in a managerial capacity.
- Master's degree may substitute for experience up to a maximum of two (2) years.

COMPENSATION AND BENEFITS

Austin offers a competitive salary and benefits package. The salary for the Deputy 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

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

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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.

