

CANDIDATE PROFILE

The position of Director of Communications for the City of Austin is a high profile leadership role with a number of key expectations and abilities necessary for success. The City is seeking a Director with:

- A polished, articulate, succinct and clear communications style, adaptable to the audience and/or subject at hand.
- High personal energy, a positive approach, and self-confidence.
- A commitment to communicating with all levels of the community, elected officials, and the City organization consistently, accurately and in a timely manner. Highly developed presentation and listening skills are essential.
- An active level of involvement in professional media and communications organizations and a willingness to maintain a high level of professional networking in order to remain on the cutting edge of public sector communications and marketing practices.
- An approachable, friendly, open and participatory management and interpersonal style, open to and respecting diverse input from others.
- The ability to anticipate problems, identify alternative courses of action and prepare proactive recommendations, as well as to advocate, defend and support those recommendations before City Council and the management team.
- The ability to effectively and succinctly articulate City-related issues, goals and objectives to elected officials, key City staff and fellow department directors and the public in an engaging manner.
- The ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability, operational control and personal involvement is essential.
- The ability to manage budgets and resources in a cost-effective manner and the capacity to be creative in maximizing available resources through grants, intergovernmental cooperation, utilization of volunteers, and balanced prioritization of needs and resources.
- The Director must be competent with technological resources and social media, having a thorough working knowledge of their role in increasing visibility and accessibility of city operations and activities to the public and the media.
- The new Director of Communications must be a team player; valuing diversity, cooperation, collaboration, and mutual respect at all levels.

Other required personal characteristics include:

- Outstanding interpersonal and “people” skills, including the ability to say “no” gracefully.
- Initiative, resourcefulness, creativity and problem-solving ability.
- An understanding of the political process while avoiding personal involvement in political issues.



Strategic Outcomes and Indicators

The City Council adopted six Strategic Outcomes and Indicators in March of 2018. Director of Communications reports through the Deputy City Manager for the Government that Works for All outcome. The Director of Communications will be responsible for supporting cross-departmental issues and involving stakeholders as it relates to the communication across all outcomes.



EDUCATION AND EXPERIENCE

Required education will include a Bachelor's degree with major coursework in Communication, Journalism, Public Information, or a closely related field, plus six years of experience in public information activities. Two of those years should be in a supervisory, or management, capacity. Experience may substitute for education, with a maximum substitution of two years. A Master's degree may substitute for education, with a maximum substitution of two years.

COMPENSATION AND BENEFITS

Salary is negotiable depending 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: 13 holidays per year are observed (11 official and 2 personal).
- Vacation: Accrual rate of 7.67 hours per pay period (23 days per year); Payment of unused personal leave upon resignation or retirement is limited to 240 hours.
- Sick Leave: Accrue 1 day per month; unlimited accrual.
- Relocation assistance and temporary housing are available.



APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your resume online by visiting our website at <https://springsted-waters.recruitmenthome.com/postings/2257>. This position is open until filled; however, interested applicants are strongly encouraged to apply not later than **March 4, 2019**. Resumes will be screened against criteria outlined in this brochure. Final interviews in Austin will be offered by the City to those candidates named as finalists, with reference checks, background checks, and academic verifications conducted after receiving candidates' permission. For more information please contact Chuck Rohre at crohre@springsted.com or 214-466-2436.

The City of Austin is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Under Texas legislation regarding access to public records, information from your resume may be subject to public disclosure.



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