



# Assistant City Manager



*City of Austin*



## About Austin

Austin, Texas (population 840,000) is the 13th largest city in the country. This vibrant and dynamic city tops numerous “Best” lists for business, entertainment, cost of living and quality of life. Austin was selected as the “Best City for the Next Decade” (Kiplinger), the “Top Creative Center” in the US (Entrepreneur.com), and is in the Top Seven List of Intelligent Communities for 2012 by the Intelligent Community Forum. 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, F1 and being home to companies such as Apple, Samsung, Dell, The Seton Healthcare Family and St. David’s HealthCare systems. 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. Since 1900, Austin’s population has doubled every 20 years with continued projected record breaking growth into the next decade and beyond.

## Austin City Government

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The Austin City Council has six council members (one serves as Mayor Pro Tem) and a mayor. The entire City Council is elected at large by the voters of the city. Each member serves a staggered three-year term. Thus, three of the members are voted on one year, with the remaining members, including the Mayor, are elected the following year. The Mayor and Council Members may serve in their respective seats for a maximum of six years or two consecutive terms. The City is in the process of transitioning to a 10-1 structure. The Council will be elected from 10 districts, with the mayor at-large.

The City Council appoints the City Manager who is the chief administrative and executive officer of the city. The City Manager has responsibilities for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on budget, programs, policies and services. The City Manager implements the organization’s administrative responsibilities with a strong team of professional department heads, Assistant City Managers, and the Deputy City Manager. The City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. The organization’s vision is to make Austin the most livable city in the country and the City Manager’s resolve is to make it the best-managed city in the country.

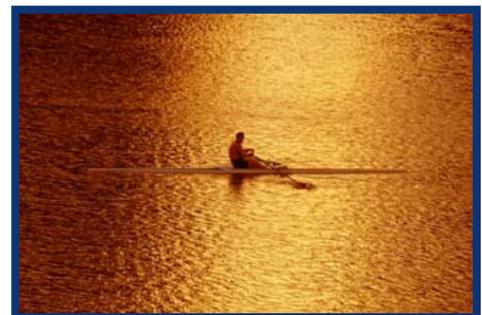
## Purpose

Under the general direction of the City Manager, the Assistant City Manager works in conjunction with the Deputy City Manager and four Assistant City Managers on a full range of municipal management issues. The Assistant City Manager interprets Council and management policies for other administrative officers, employees of the City of Austin, and other interested parties. The incumbent resolves problems or conflicts that may arise in City government and helps establish good management practices, and directs the administrative staff.

## Duties, Functions and Responsibilities

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

- Implement the City Manager's directives and initiatives and assist in resolving problems and conflicts within City government.
- Interpret policy and provide staff direction related to the City's vision, mission, goals, policies and procedures.
- Assist the City Manager in the orderly and timely conduct of municipal business operations within the context of various laws and regulations.
- Serve as a primary advisor to the City Manager developing short and long-range plans in regard to departments/offices within portfolio of business.
- Assist in establishing programs and policies for submission to City Council that will aid in maintaining the financial integrity and service levels of various operations of the City of Austin.
- Direct the preparation and monitoring of budgets, negotiate contracts and agreements in support of City activities.
- Work closely with various advisory boards and community groups to maintain efficient and effective progress toward agreed upon goals and objectives.
- Keep the City Manager and City Council advised of all pertinent issues affecting the achievement of their goals and recommend amendment or modification.
- Supervise research, procedural and administrative studies and preparation of reports embodying proposed or recommended solutions or courses of action.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Maintain and improve upon key relationships with several agencies/organizations throughout the City.
- Attend Board, Commission, Council and other public meetings.



## Education and Experience

Preferred candidates will have a Master's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or directly related field and at least five years experience managing and directing a complex organization at the executive level. Knowledge of public administration principles, fiscal planning and budget preparation will be necessary for this position; prior service as a leader in a large or mid-sized municipal/county government is preferred.

## The Ideal Candidate

The ideal candidate will possess superior management skills and have the ability to make strategic decisions pertaining to staff and procedures within the department. This person should be a visible leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control.

The ideal candidate should be a critical decision maker with the ability to process information and commit to a definite course of action. This person will need to be creative, resourceful and politically astute; someone who understands the value of creating partnerships as a way of accomplishing goals. This individual should have a strong ability to forge relationships with the City Manager and Council Members, city staff, and the community.

Effective communication and responsiveness will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

## Salary

The City of Austin is offering a competitive salary commensurate with experience and a comprehensive benefits package, including a defined benefit pension system. Relocation assistance will be available for the successful out of area candidate.

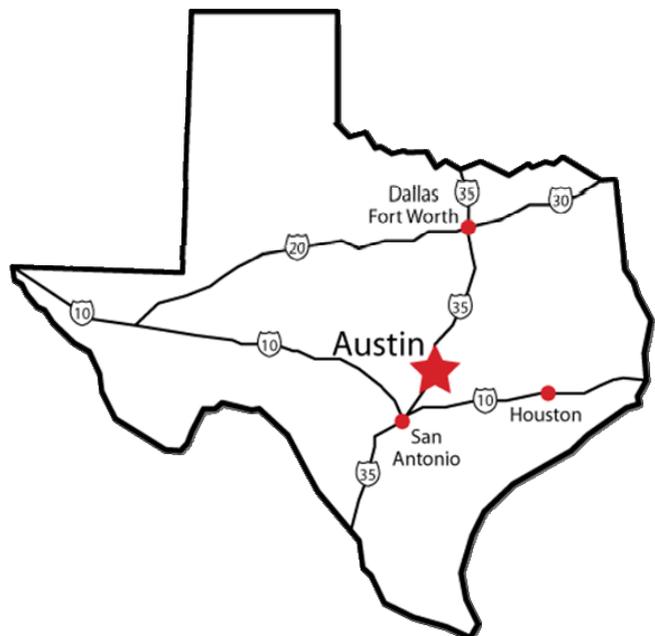
## How to Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: AUSACM

Affion Public  
20 North 2nd Street, Suite 200  
Harrisburg, PA 17101  
888.321.4922  
Fax: 717-214-2205  
www.affionpublic.com



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