

A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

Assistant Director for Economic Development



The Position

The Assistant Director is responsible for assisting the Director in planning, directing, managing, and overseeing the activities and operations of the Economic Development Department including business recruitment, retention, and expansion; budget and financial operations; development, implementation and oversight of an international economic development strategy, contract monitoring and compliance, workforce development programs; coordination and collaboration with community economic development partners; development of policies and guidelines; and marketing activities. Interfaces directly with Mayor and City Council members as well as with senior representatives of both public institutions and private sector businesses on economic development project and related activities. Exercises direct supervision over assigned staff.

In addition, the Assistant Director will:

- Exercises management responsibility for business recruitment, retention and expansion activities, to include international economic development and workforce development programs under the Department's purview. Recommends and administers all related policies and procedures.
- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes.
- Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies.

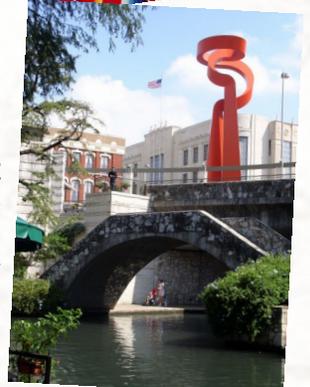
The Ideal Candidate

The ideal candidate will:

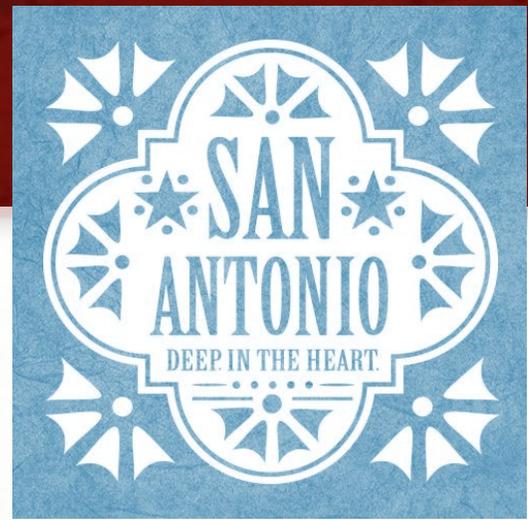
- Have five to ten (5-10) years of increasingly responsible professional experience in the field of economic development, with specific emphasis on business recruitment, retention and expansion, including three (3) years of administrative or supervisory responsibility.
- Have experience in conducting and evaluating due diligence on companies seeking financial incentives to include knowledge and experience in analyzing a company's financials, business plan, project pro forma, competitors and markets.
- Be a skilled leader and manager with a proven track record of motivating and developing staff
- Be politically astute with the ability to communicate with staff, contractors, and elected officials
- Be a results-oriented leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers

The ideal candidate will have:

- Knowledge of operational characteristics, services, and activities of economic development programs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.



***According to Forbes Magazine,
San Antonio is one of America's
best performing cities***



Education and Certifications

This position requires the successful candidate have a Bachelors Degree from an accredited college or university with major coursework in Business Administration, Finance, City Planning, or a related field.

The Department

The City of San Antonio's Economic Development Department (EDD). San Antonio has been ranked by the Milken Institute as the Top Performing City for Jobs, thanks to the diverse industry portfolio located in the region.

Once primarily steeped in military and hospitality industry investment, more diverse industry strengths have emerged in recent years making San Antonio resistant to the recession, a major player in the nation's recovery and the 2011 top performing city for jobs in the United States.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large.

The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 11,000 City employees.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the five-time National Basketball Association Champions.



Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Health Care – The City offers two health care plan options which offers employees a choice of deductible, co-insurance and co-payment levels.

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled; however, the first review of resumes will be November 16, 2015

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

