

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:

World Heritage Director



World Heritage. Our Heritage

In July 2015, San Antonio's five Spanish colonial missions— Missions San Jose, San Juan, Concepcion, Espada and the world renown Alamo were declared by UNESCO as World Heritage Sites, placing them among such wonders as the Pyramids of Giza, Stonehenge and the Taj Mahal. The Missions now represent the only World Heritage site in Texas and one of just 23 in the United States.

According to UNESCO, the missions are “an example of the interweaving of Spanish and Coahuiltecan cultures, illustrated by a variety of features, including the decorative elements of churches, which combine Catholic symbols with indigenous designs inspired by nature”

This designation represents a monumental moment for San Antonio and a unique opportunity to share our history and culture with the world.

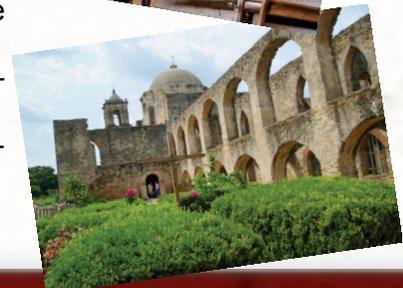
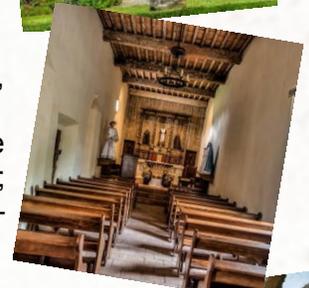
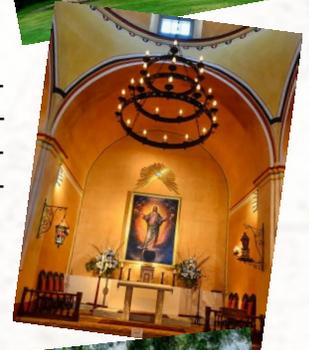
The Position

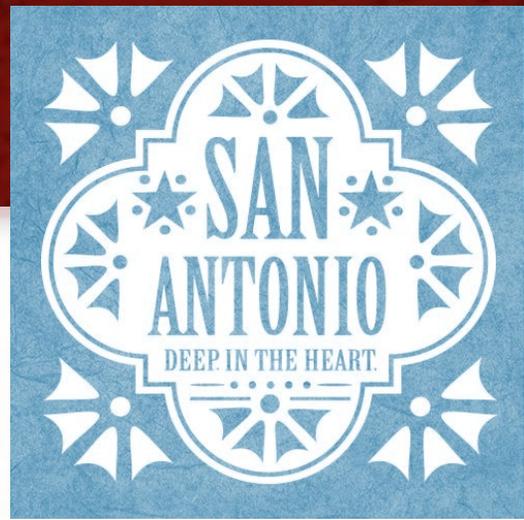
Under administrative direction, the World Heritage Director is responsible for planning, directing, managing, and overseeing activities involving the coordination of World Heritage-related projects. Coordinates projects with other City Departments and external stakeholders and provides highly complex and administrative support to the City Manager's Office. May exercise direct supervision over assigned staff

Essential Job Functions

The ideal candidate will:

- Assist in the development, implementation, and oversight of a comprehensive plan that addresses infrastructure, transportation, wayfinding, marketing, interpretation, land use and development, and small businesses development that promotes the San Antonio Missions and enhances the visitor experience.
- Assist in the development of an operating and capital budget for the World Heritage Comprehensive Plan.
- Manage and coordinate World Heritage projects and activities among City departments, public agencies, and/or private sector representatives.
- Coordinate and prepare reports, presentations, and correspondence in response to requests for information from City Manager's Office, Mayor, and City Council Offices; prepares City Council agenda material such as ordinance memorandums and presentations.
- Assist in planning, directing, and coordinating, through subordinate level staff, the World Heritage Comprehensive Plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Serve as City representative at conferences and meetings regarding World Heritage.
- Performs related duties and fulfills responsibilities as required.





Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Finance, City Planning, or a related field.
- Five (5) years of increasingly responsible professional experience in the field of economic development and business retention, including three (3) years of administrative or supervisory responsibility.
- Valid Class "C" Texas Driver's License.

Knowledge Skills & Abilities

- Knowledge of administrative and management procedures, practices, and techniques.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of presentation requirements and methods.
- Knowledge of organizational strategic planning and operations research.
- Knowledge of public administration practices and local government issues.
- Skill in utilizing a personal computer and associated software programs.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed action and implement recommendations in support of goals.
- Ability to compile and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Ability to respond to inquiries, complaints, and requests.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- Knowledge of contract negotiation, administration, and project management.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of established goals.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner.

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

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.

