



**The City of San Antonio**  
is now accepting  
applications for  
**Assistant Director of Planning  
and Community Development**





## The Opportunity

The City of San Antonio is recruiting nationally for a highly experienced planning professional to assist the Director with managing the day-to-day activities and operations of the Planning and Community Development Department. The successful candidate will have a broad background in all aspects of urban planning, land use, redevelopment, community development, and Federal Housing Programs with a public agency, as well as a strong track record of success in comprehensive planning and smart growth. The new Assistant Director of Planning and Community Development will work closely with the Director, Deputy City Manager, Leadership Team, Council, Community, and other Agency officials. This senior-level executive will be results-driven, with well-grounded and ethical decision-making abilities, superior interpersonal and communication skills, and outstanding public speaking abilities.

## The Community

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.4 million residents. Recently Forbes magazine rated it as one of the best performing cities in America.

Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high quality housing and low utility rates. 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. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2014 National Basketball Association Champions. The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited site in Texas 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. Other San Antonio attractions are the Tower of the Americas, the Botanical Gardens, the Museum of Art, the San Antonio Symphony, Market Square, the San Antonio Historic Missions, and a world class Zoo.

Educationally, there are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Community College District (with four campuses).

The City of San Antonio has a FY 2015 adopted budget of \$2.4 billion, over 11,000 employees led by a council / manager form of government, and is the only major city to hold the highest possible bond rating from all three major credit rating agencies.

## The Planning Department

The Planning and Community Development Department for the City of San Antonio has over 65 full-time employees and FY 2014 appropriations of over \$20 million. The Department is organized into three divisions including Strategic Planning, Community Development and Grants Monitoring, and Administration. Additionally, the Department manages the City's Tax Increment Reinvestment Zones, implementation of the Strategic Plan for Community Development, and strategic reinvestment projects.

## Overview of the Position

The Assistant Director of Planning and Community Development is appointed by, and serves at the pleasure of, the City Manager and is responsible for helping the Department fulfill its mission to "improve the livability, economic vitality, and safety of San Antonio neighborhoods, corridors, and special districts through active engagement in strategic planning, reinvestment initiatives, and community development policy."

### Key responsibilities of this position include:

- Assists in assuming full management responsibility for all Department services and activities and recommends and administers policies and procedures;
- Manages a Departmental division, which may include the REnewSA redevelopment programs, Federally funded affordable housing programs, Tax Increment Reinvestment Zones, the Federal Promise Zone, and the newly developed Comprehensive Plan and other related programs;
- Identifies opportunities for improvement and directs the implementation of changes;
- Acts as the official Departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies;
- Assists in coordinating Departmental activities with those of other departments and outside agencies and organizations;
- Provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications;
- Assists in selecting, motivating, and evaluating Department staff; provides or coordinates training and works with employees to correct



deficiencies; and assists in implementing and administering disciplinary and termination procedures;

- Selects, supervises, trains, and evaluates professional, para-professional, technical, and administrative support staff; and
- Promotes and articulates a commitment to excellent customer service.

The Assistant Director of Planning and Community Development must be a results-oriented and politically savvy executive with extensive planning experience, able to handle a wide range of planning cases. With the City's population projected to grow by an additional 1 million residents by 2040, this executive will provide strength through leadership to build quality communities.

## Challenges and Opportunities

The new Assistant Director of Planning and Community Development will be confronted with a number of challenges and opportunities that will require an extended learning curve of complex urban and regional planning challenges. This will require inspired leadership, out-of-the-box thinking, and creative problem solving skills. Among these challenges and opportunities are:

- San Antonio is one of the fastest growing large cities in the Nation, with a projected population increment over the next 25 years of over 1,000,000 persons and 500,000 new jobs including planning for San Antonio and Bexar County, with a planning area of 1,100 square miles and a current population of 1.9 million;
- One of the most extensive planning programs in the United States is now underway: Comprehensive Plan, Multimodal Transportation Plan, and Sustainability Plan. The City has embarked on its first complete comprehensive plan since 1978. The Assistant Director will play a key role in the conception, public outreach, and adoption of the Plan;
- Planning and implementation of one of the most extensive annexation programs in the United States. The City has embarked on its first comprehensive annexation program in a decade. The City is considering annexing strategic areas within its 600 square mile extraterritorial jurisdiction. The Assistant Director will play a key role in implementing the annexation program;
- The City has begun a comprehensive redevelopment initiative termed REnewSA, designed to revitalize strategic neighborhoods and affordable housing development in the inner city. The Assistant Director will play a key role in this renewal process, coordinating the Federal Promise Zones and Choice Neighborhoods programs including management of 20 tax increment finance districts designed to redevelop inner city neighborhoods and commercial/industrial districts; and

- The City has recently established an Urban Design Center to enhance the quality of new private and public sector development; the Assistant Director will be engaged in creative design issues including planning for Federal Choice Neighborhood and Promise Zone.

## The Ideal Candidate

The ideal candidate for the Assistant Director of Planning and Community Development will be a strategic and innovative thinker with a keen understanding of Federal and Texas planning laws, and who is comfortable operating in a robust and dynamic planning environment. This top professional planner will be a visionary and proactive leader in the field of planning with the ability to facilitate discussion and collaboration between elected officials and regional planning organizations and local municipalities. Additionally, this individual will be results-oriented with a hands-on leadership approach, and be able to engage the public and communicate effectively with diverse communities. Experience dealing with pending and current legislative matters that impact community and regional planning is essential.

Additionally, the Assistant Director must be recognized as having the ability to provide the Department with the following:

### Exceptional leadership skills

- Ability to embrace and effectively implement new ideas;
- Show a genuine interest in the San Antonio community;
- Ability to build consensus and provide a positive example;
- Display outstanding character, integrity, and professionalism;
- The capacity to lead, promote, and articulate the Department's commitment to expansion of customer service; and
- Consistently communicate and implement the City's mission.

### Outstanding managerial skills

- A proven track record of identifying and evaluating specific organizational needs;
- Extensive knowledge of current trends and issues that affect and influence all aspects of design, planning, development, and redevelopment; and
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations.

### A proven, effective communicator

- Display an outgoing communicative style; one that is comfortable working with a variety of individuals at any level in the organization;
- A good listener; open and approachable with new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents;
- Proactive at providing information to the Director, Deputy City Manager, Leadership Team, City Council, and other Agency officials; and
- Open, honest, and forthright in all communications.

In summary, the new Assistant Director of Planning and Community Development must have achieved a notable level of success in the area of urban, land use, redevelopment, community development, and Federal Housing Programs.



## Minimum Qualifications

**Education:** A Bachelor's degree from an accredited college or university with major course work in Urban Planning, Public or Business Administration, or a related field of study is required. Master's degree in a related field is strongly preferred.

**Experience:** This position requires a minimum of five (5) years managerial experience in planning departments in cities with populations over 100,000. For further consideration, candidates must have a verifiable track record of success and a stable work history. Due to the City's size, scope, and complexities, broad management skills and a sophisticated approach to urban planning issues are essential.

**Professional License:** Membership in the American Institute of Certified Planners (AICP) is strongly preferred.

**Final Selection and Appointment:** The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

## Compensation and Benefits

The City of San Antonio is offering a competitive executive salary (DOQ). Compensation will be based upon the selected candidate's experience and salary history. In addition to a competitive salary, the City offers an excellent 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 three health care plan options consisting of three Preferred Provider Organization (PPO) medical plans, 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 Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, salary history, and six (6) professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). **An electronic version of all submittals is strongly encouraged.**

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Assistant Director of Planning and Community Development will join the City of San Antonio in June 2015, or sooner. Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

*The City of San Antonio is an  
Equal Opportunity Employer*