

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 of Economic Development (Small Business Division)



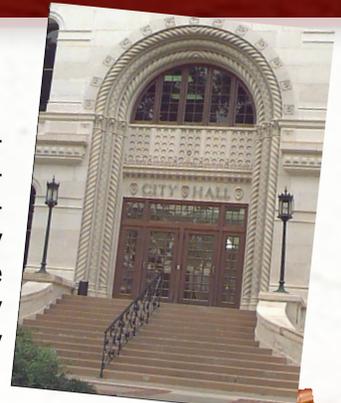
ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT

The Position

The Assistant Director is responsible for providing oversight for the small business programs of the City by assisting the Director with planning, directing, managing and overseeing the Small Business Division. The Assistant Director is primarily responsible for overseeing and promoting the City's Small Business Economic Development Advocacy (SBEDA) program and for managing the Small/Minority/Woman/Business Enterprise (S/M/WBEs) Advocacy efforts of the City. This will require managing and monitoring all city contracts including bond program projects and advising the City Manager, Mayor and City Council on programs and issues affecting small businesses in San Antonio.

Essential Job Functions

- Assist in assuming full management responsibility for all department services and activities, including financial, small business outreach; and marketing and development; and recommends and administers policies and procedures.
- Manage the implementation of the upcoming revised SBEDA Ordinance and Policies and Procedures Manual
 - ◊ Prepare and present SBEDA solicitation information/decisions to City Council.
- Apply public sector procurement, contracting, and SBEDA Program knowledge to review City solicitations and promote the utilization of S/M/WBEs on City contracts
- Manage tasks associated with Café Commerce, the and ensure the strategic plan and metrics are being met. Café Commerce is a one-stop shop where entrepreneurs and start-ups and small business owners can get personal support, information, resources, market data and guidance to start and maintain their business.
- Prepare various reports per the request of City management or City Council request regarding small business initiatives, such as a SBEDA annual report
- Develop and conduct trainings to City staff and external City vendors regarding various small business programs
- Manage SBEDA compliance processes with City departments and vendors to promote and protect the utilization of S/M/WBEs on City contracts
- Assist in managing the development and implementation of department goals, objectives, policies, and priorities
- Manage capacity building programs for small businesses such as the Bonding Assistance and Mentor-Protégé Program executed in coordination with Alamo Colleges
- Serve as staff liaison to the Small Business Advocacy Committee and subcommittees
- Continuously monitor and recommend revisions to software used to execute the SBEDA Program, such as B2G Now and Salesforce
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedure; identify opportunities for improvement, and direct the implementation of changes
- Assist with the development and administration of the department budget



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



Requirements

- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Planning or related area.
- Five (5) years of increasingly responsible professional experience in the field of Economic Development or Procurement including at least three (2) years of administrative or supervisory responsibility.

The Ideal Candidate

The ideal candidate will have:

- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Knowledge of services and activities of economic development and small business development.
- Knowledge of public sector procurement, contracting and the SBEDA program including compliance processes.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to provide administrative and professional leadership and direction to subordinate staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to prepare and present clear and concise administrative and financial reports.

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 Champion San Antonio Spurs.



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 including a match up to 2% of the annual salary. 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 February 22, 2016.

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.

