SAN ANTONIO

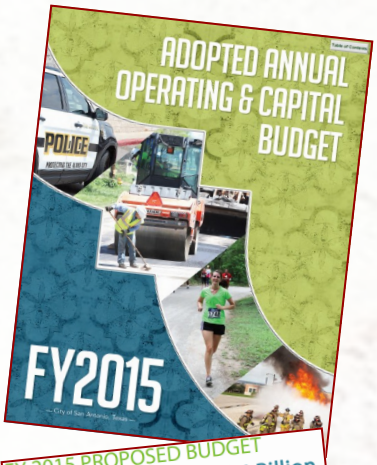
DEEP. IN THE HEART.

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– Office of Management & Budget

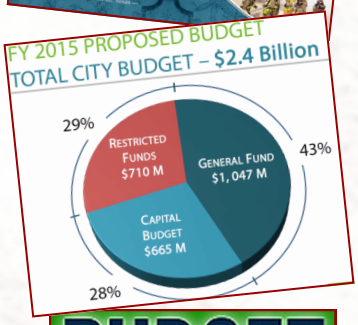
The Position

The Assistant Director for the Office of Management and Budget for the City of San Antonio assists the department director, the City Manager and other key City leaders with developing, implementing and monitoring the City's $2 billion operating and capital budget.



This position coordinates closely with the executive leadership team, department heads and budget staff to provide high-level financial and data analysis to ensure that operations are properly funded and that community resources are efficiently and effectively utilized.

The City of San Antonio is the only major City in the country with the highest possible credit rating from all three rating agencies. The Assistant Director of Management and Budget plays a critical role in helping maintain the City's strong financial position by forming a data-driven organization built around the City's core values of Professionalism, Innovation, Teamwork and Integrity.



Essential Job Functions

- Assists in assuming full management responsibility for all budget services and activities, and recommends and administers policies and procedures.
- Assists in managing and participating in the development and administration of the City budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary.
- Assists in overseeing and participates in the development of the annual City budget; directs appropriate analysis; and conducts presentations as necessary.
- Leads the development of the monthly financial report, quarterly financial re-estimates and long range financial forecasts.
- Manages the development and implementation of department goals, objectives, policies, and priorities; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates 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.
- Acts as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant and controversial issues.
- Selects, motivates, and evaluates Budget Research & Analysis, Budget Development, Monitoring & Administration staff; assumes responsibility for evaluation, management, and leadership of these employees; and assists in implementing and administering disciplinary and termination procedures.
- Attends City Council meetings and takes necessary action regarding Council agenda items. Also assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources.

QUALIFICATIONS

- Knowledge of operational characteristics, services and activities of budget administration programs.
- Understanding of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Significant experience in advanced principles and practices of municipal budget preparation and administration.
- Experience in providing administrative and professional leadership, staff supervision, training and performance evaluations.
- Highly Proficient in utilizing Microsoft Office including Excel and PowerPoint.
- Ability to analyze problems, identify alternative solutions, project results, and implement recommendations in support of established goals.
- Capable of identifying and responding to community and City Council issues, concerns and needs.
- Demonstrated ability to prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner.
- Able to research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Experience with the preparation and presentation of clear and concise financial reports.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Demonstrated history of developing effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.

REQUIREMENTS

- A Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration or a related field.
- Eight (8) years of increasingly responsible professional experience in administrative services and budget administration.
- Three (3) years of management responsibility.
- **Master's Degree in a related field is highly desirable.**

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THE COMMUNITY

The City of San Antonio is home to more than 1.32 million residents and was recently ranked by Forbes magazine 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.

San Antonio is rich in recreational and cultural opportunities like the world famous Alamo and the nearby Riverwalk, the two most visited tourist destinations in Texas. Residents also enjoy two major theme parks– Sea World and Six Flags Fiesta Texas.

The City of San Antonio has over 11,000 employees led by a council / manager form of government and is the only major city in the nation to hold the highest possible bond rating from all three major credit rating agencies.

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

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 consisting of two 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 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 December 15, 2014.

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.