

Draft Executive Director want ad
Submitted by Harriett Harrow
July 3, 2013

Executive Director Redistricting Commission

The Independent Citizens Redistricting Commission of Austin, Texas is seeking an Executive Director. The Commission is responsible for adopting a plan to set boundaries of ten districts, each to elect one Austin City Councilor.

The Executive Director will work closely with the Commission to hire and supervise up to four staff. You must foster cooperation with those involved in the project including independent counsel; schedule and oversee the Commission's meetings and public hearings; and plan, direct and coordinate the work of others. You will also write clearly and effectively, field media inquiries, and possess exceptional managerial and technical skills. Familiarity with digital mapping software is a plus. You will serve at the pleasure of the Commission until a final redistricting plan has been adopted and any challenges to it resolved, estimated to be six months starting August 2013. This full-time position is located in Austin with a salary of [number?], depending upon expertise.

You will have at least five years managerial experience including supervision of staff, preferably related to a board or commission. Dedication to transparency, nonpartisanship and independence from City government is essential. To avoid conflicts of interest, you must meet eligibility requirements available at [website for subdivision 3(I)(3) data?].

To apply, submit a cover letter, current resume and three professional references to [contact info?]. Applications must be received by 5pm [date?]. Please direct any questions to [contact info?].

(Question for Commissioners: Is the Executive Director responsible for securing office space? If so, this can be added.)

