

Draft 3 Exec. Director want ad
From Harriett Harrow, 7/17/13

*(**Commissioners**: Same as Draft 2 except for italic paragraph page 1, contact info in boldface para, plus Rachel's questions & extra info on page 2.)*

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 among those involved in the project including legal counsel, and plan, direct and coordinate the work of others, evaluating staff and consultants. This will require superb management and technical skills, and knowledge of the redistricting process. You will schedule and oversee the Commission's weekly meetings and 15 public hearings throughout Austin in the evenings, and will represent the Commission to the community.

You must also create and administer a budget, secure office space and field media inquiries. Familiarity with mapping software is a plus. You will serve at the pleasure of the Commission until a 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 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.

Employees of the Commission hold non-civil service positions and serve at the pleasure of the Commission, an equal-opportunity employer. Identity of applicants and interview finalists may be subject to disclosure via the Texas Public Information Act.

To apply, first make sure you meet eligibility requirements below. Then submit a cover letter, resume, three professional references and your answers to the Application Questions below to Jawana Gutierrez, Suite 591, 721 Barton Springs Road, Austin, TX 78704 by 5pm on Aug. 5, 2013.

Eligibility Requirements: Within the five years immediately preceding the date of application, neither the applicant nor their spouse have:

- Been appointed to, elected to, or have been a candidate for state or city office;

- Served as an officer, employee, or paid consultant of a political party or of the campaign committee of a candidate for elective state, county or city office;
- Been a registered state or local lobbyist;
- Contributed or bundled \$1000 or more in aggregate to candidates for City of Austin elective office in the last city election.

A person who has been, within the three years immediately preceding the date of application: a paid employee of the City of Austin; person performing paid services under a professional or political contract to the City of Austin, to the City Council, or to any member of the City Council; any controlling person of any such consultant; or a spouse of any of the foregoing. (II.3.(I)(3))

Application Questions:

1. Tell us about yourself and why you are interested in the Executive Director position.
2. The Executive Director will assist with hiring legal counsel, a redistricting consultant and administrative assistants. Describe your hiring philosophy and experience.
3. Describe a time you built consensus among team members on a difficult topic.
4. What does “independence” mean to you?
5. ICRC has a tight timeline and is building from the ground up. What assets do you bring re staff, experience or resources that will help you hit the ground running?
6. What do you see as the biggest challenge to this role? How would you overcome it?
7. What are your salary expectations?
8. If selected, about how many hours per week do you have to dedicate to this role?
9. Have you planned any major events/vacations the next 6-9 months that might require absence from Austin or time off more than 5 days in duration? If so, please list.
10. Describe a time you successfully de-escalated a conflict between two parties.

The Independent Citizens Redistricting Commission of Austin, Texas also seeks these qualities in an Executive Director:

- Polished communications, oral and written
- Prowess in problem-solving
- Ability to prioritize and dispatch multiple tasks
- Supple negotiating skills
- Making best use of legal counsel, balancing cost versus expertise
- Knowledge of word processing, spreadsheet and mapping programs
- Personable yet professional demeanor working with community groups, government agencies and vendors