

## **ADMINISTRATIVE MANAGER**

### *Independent Citizens Redistricting Commission of Austin*

The Independent Citizens Redistricting Commission of Austin, Texas is seeking an Administrative Manager to oversee the daily operations of the Commission. The Administrative Manager will ensure the Commission operates smoothly and efficiently by supporting and enabling relationship-building, managing communications, convenings, and scheduling across a spectrum of complex calendars.

The Administrative Manager will schedule and oversee the Commission's weekly meetings and assist the Chair and Vice Chair with agenda creation and minutes. The Administrative Manager will also work alongside subcommittees to: schedule and secure venue space for required public hearings throughout Austin, monitor Commission budget and expenses, field media inquiries and assist the commission with social media and website management.

The Administrative Manager will serve at the pleasure of the Commission until a redistricting plan has been fully adopted and any challenges to it resolved, estimated to be five months starting July 2021. This full-time position is located in Austin with a salary of \$50,000.

### **Administrative Manager Responsibilities:**

- Supervising the day-to-day operations of the Commission.
- Ensuring the Commission is prepared for weekly meetings with necessary materials and information. Working on agenda creation and taking minutes.
- Working with various subcommittees to track budget, monitor spending, manage a city credit card, receive receipts, and process expenses and reimbursements.
- Planning, scheduling, and promoting Commission events, including but not limited to meetings, public hearings, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards Commission goals.

### **Administrative Manager Required Qualifications:**

- Five years of related experience.
- Exceptional leadership and time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.

### **Administrative Manager Preferred Qualifications:**

- Familiarity with budget planning and enforcement, human resources, and customer service procedures.

- Experience with website management.
- Experience with public and media relations, and social media management.
- Prior public service experience.
- Bilingual (Spanish).

**To apply, first make sure you meet eligibility requirements above. Then submit a cover letter, resume, three professional references, by 5 pm on June 18, 2021 to Matt Dugan at [matthew.dugan@austintexas.gov](mailto:matthew.dugan@austintexas.gov)**