

「BUILDING YOUR LEADERSHIP MUSCLE: THINKING DIFFERENTLY ABOUT YOUR PATH FORWARD

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IT'S A JOURNEY NOT A SPRINT

1

MY STORY

Sharing my personal career path, how I developed my skill sets, challenges faced and successes, and lessons learned.

2

CORE COMPETENCIES

My thoughts on the sets of proficiencies and abilities that helped me to move up in my career.

3

3 R's

Roles, relationships, and responsibilities.

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My Personal Story and Experience

- My career path (*from start to current*)
 - 23 ½ years in public service
 - Started as the Finance Director for a 5,000 person city
 - Currently the Assistant City Manager for a 1 million person city
- How I developed my skill sets
 - Identifying leaders I admired – watching, learning, and practicing what they do
 - Attend training and education constantly – never stop learning
- Challenges faced
 - Having the patience – it takes time to move up in your career
 - Getting to comfortable in any one position
 - Balancing the demands of work and maintaining a life outside of work

My Personal Story and Experience (cont'd)

- My perspective on the City Manager/Assistant City Manager relationship
 - Support, participate, help to lead, and hire people that support the management vision and mission
 - Keep the City Manager informed so that there are no surprises
 - Foster a work atmosphere and culture of service which help to avoid crisis situations
 - Assist with community engagement and keep informed of community issues and concerns
- Lessons learned
 - Too many to list, but I'll go over a few
- What has helped me to become successful in my career
 - Being authentically kind and respectful to people
 - Listening with sincerity and with the intent to help

*“Let us all be the leaders
we wish we had.”*

- Simon Sinek



Core Competencies

- Write logically, succinctly, and cohesively in a business-minded and easy to read style
 - Applies to anything you write (emails, memos, reports, presentations, sticky notes too!)
- Give talks/presentations to groups, crowds, public, media, etc.
- Take on added responsibilities and help others with no expectation of immediate compensation
- Stay above the fray
- Implement solutions that aren't yours
- Be a Project Manager who is solutions-oriented versus task-oriented
- Be responsive and respectful to everyone

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3 R's

ROLES

- Develop technical strengths which align with the core responsibilities of your role
- Develop interpersonal strengths that are required for management positions
- In your role, “how” you perform your role gets discussed more than your work product
- Know and respect other people's roles and boundaries

RELATIONSHIPS

- Make as many of them as you can, especially in the community you serve
- Get out of the office and meet up for coffee, breakfast, lunch, social setting
- Work towards establishing trust so that you are contacted when problems occur

RESPONSIBILITIES

- Don't use your job description in a way that limits your assignments
- Be as accurate as you can possibly be in your work product
- Be as informed as possible about the work for which you are responsible

THANK YOU

Questions?

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