

# Executive Director, Flood Control District

**Closes 9/13/2021**

## **Position Description**

Harris County is adding an experienced professional to lead the Harris County Flood District (the “District”). The District has the vital mission to protect County residents from flooding with a lens with a lens on sustainability, diversity, transparency, and accountability.

The mission is executed in the third most populated county in the United States, with a population in excess of 4.7 million, including the City of Houston, the nation’s fourth largest city. The District has jurisdiction over the primary stormwater facilities in the County, which consist of approximately 1,500 channels totaling nearly 2,500 miles in length, as well as more than 60 regional stormwater detention basins, totaling more than 10,000 acres and several wetlands mitigation banks including Greens Bayou.

Reporting to the Deputy Chief Administrator, Resiliency, and Infrastructure, the Flood Control District Director is responsible for developing and implementing long-term and short-term objectives for the District under its governing body, Harris County Commissioners Court.

The Director focuses on financial resources and District operations to accomplish its objectives through the Directors of each division. The Director acts as a General Manager of all District responsibilities.

### ***Duties & Responsibilities:***

- Leads the Flood Control District with a commitment to equity and sustainability
- Directs, coordinates and manages District initiatives through division directors and division activities.
- Reviews and analyzes reports, records and directives and confer with division directors.
- Assigns (or delegate responsibility for assigning) specified work or District activities and disseminate policy to division directors.
- Oversees District financial resources, analyze costs and prepare budget and present to Commissioners Court for approval, including budgeting for Operations and Maintenance and the Capital Improvement Program.
- Reports to Commissioners Court on District activities.
- Engages with the public, government agencies, interest groups and press.

- Interfaces with professional and community organizations, government representatives and high-level officials.
- Directs the pursuit of partnership funding and grants at the local, state and federal levels.
- Coordinates these efforts with other Harris County departments.

***Other Duties:***

- Attends/conducts District staff meetings.
- Attends/conducts meetings with vendors, agencies, officials, etc.
- Works may be outside of normal business hours at the office.
- Performs other duties that may be added or changed as the course and scope of the job directs.

***Reporting Relationships:***

- Manages an agency of 350+ employees with multiple divisions and many private consultants including engineers, technicians, (field labor pool) and administrative staff in multiple departments including oversight of hiring, training, directing, motivating, coaching, disciplining, measuring performance and terminating.
- Internal contacts are primarily executives, County Administrator, division directors, department managers as well as departmental office staff.
- External contacts are primarily Commissioners Court, along with citizens, visitors and mid to senior level officials and professionals of government agencies, vendors, community and other organizations.
- Routinely attends and give presentations at public meetings of the Flood District.

**Harris County is an Equal Opportunity Employer**

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email [ADACoordinator@bmd.hctx.net](mailto:ADACoordinator@bmd.hctx.net)

***Requirements***

***Attachments:***

- Cover Letter and resume required with application

**Education:**

Bachelor's degree from an accredited four-year college or university.

***Experience:***

Ten (10) years of progressively responsible verifiable experience in managing planning, execution, and operations of infrastructure systems.

- Experience working government agencies and their governing bodies.
- Prior experience in community affairs and professional organizations.
- Managerial experience over large groups of professional, technical, field and administrative employees.
- Experience with federal, state, and local permitting and regulations, including environmental and flood plan issues.
- Valid Class “C” Texas Driver’s License.

***Knowledge, Skills & Abilities:***

- Advanced skills using Microsoft Office applications (MS Office Suite).
- Ability to understand technical matters at a level sufficient for decision making and communications.
- Solid knowledge/understanding of Federal, State and local rules, regulations and standards related to engineering, environment and construction management and ability to read, comprehend, interpret and communicate technical details and changes, as needed.
- Excellent communication skills including presentation, grammar and writing skills; analytical skills in applying guidelines, policies and precedents and in adapting standard methods to fit facts and conditions.
- Exceptional organizational, management and leadership skills.
- Strong demonstrable knowledge of and experience in end-to-end program design, delivery, and evaluation for one or more major policy or program initiatives.
- Demonstrates experience in working with the public, interest groups, government agency personnel and external organizations.
- Builds trust and strong working relationships with a broad range of citizens and a proven track record of working across populations and stakeholder groups.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Develops and maintain cooperative and successful working relationships with others.
- Works well under pressure and public scrutiny and be successful in a time and deadline driven environment.

- Effectively prioritize, identify and solve problems and utilize good time management skills and effectively prioritize and manage multiple tasks/initiatives.
- Makes independent judgements that have significant impact on employees and/or the organization.
- Reads/comprehends written materials, e.g., policies, procedures, operating instructions, and safety notices.
- Writes/records legible notes of activity and accurately complete required forms.

**NOTE:** Qualifying education, experience, knowledge and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

### *Preferences*

- Advanced degree from an accredited college or university.

### *General Information*

#### **HOURS:**

- Monday thru Friday.
- Nights and Weekends as Needed.

**Employment is contingent upon passing a background check.**

**Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.**

#### **BENEFITS**

Harris County offers a competitive benefits program, including comprehensive group health and related benefits plan as well as defined benefit retirement plan.

*The following list of benefits is offered **only** to employees in **regular (full-time)** positions:*

- Medical
- Dental
- Vision
- Wellness
- Life Insurance

- Long-term disability
- Employee Assistance Program
- 10 days of vacation each year for the first five (5) years of service. Accrual rates increase based on years of service.
- 10 county holidays plus one (1) floating holiday
- Professional development opportunities
- Dependent Care Reimbursement Plan
- Healthcare Reimbursement Account
- 457 Deferred Compensation Plan

*The following benefits are also available to regular (full-time) employment and may be available to part-time employees:*

- Retirement pension (TCDRS)
  - Flexible schedules (varies by department)
    - Transportation Assistance (Metro RideSponsor Program)

*In accordance with the Harris County Personnel Regulations, Group Health and related benefits are subject to amendment or discontinuance at any time. Commissioners Court reserves the right to make benefit modifications on the County's behalf as needed.*

**For plan details, visit the Harris County benefits website:**

<https://hrrm.harriscountytexas.gov/Pages/Medical.aspx>

## Questions

01

Do you have a Bachelor's degree from an accredited four-year college or university?

- Yes
- No

02

Do you have an advanced degree from an accredited college or university?

- Yes
- No

03

Do you have Ten (10) years of progressively responsible verifiable experience in managing planning, execution, and operations of infrastructure systems?

- Yes
- No