THE CITY OF HOUSTON

Public Works & Engineering Department

invites your interest in the position of

ASSISTANT DIRECTOR

for the
Planning and Development
Services Division's
Water Resources Planning

Right through these doors awaits an exciting new career within one of the fore most modern cities in the south, and the 4th largest city in the United States.

The City of Houston is looking for an outstanding and highly qualified individual to become its new Assistant Director of Water Resources planning and coordination activities of the Planning and Development Services Division within the Public Works and Engineering Department.

About the Candidate

The ideal candidate for the Water Resources Assistant Director position will possess at least a Bachelor's Degree in Civil and/or Environmental Engineering, Public Administration, Environmental Planning or a closely related field; graduate degree or completion of significant extent of education through program related to water resources management. Advanced degree in Business Administration/Law/Public Administration or Engineering is preferred. More than ten (10) years of experience is required in progressively responsible work directly related to water resources management, civil engineering or water planning, with at least 3 years in management capacity and at least 3 years of experience in managing significant regional issues. Strong preference will be given to candidates able to interact well with elected officials, other government representatives, consultants, and the general public and must possess excellent oral and written communication skills.

This position will report to the Senior Assistant Director for Infrastructure Planning and will be engaged across a spectrum of planning-related activities associated with Water Resources. These activities include: water rights permitting, large scale water infrastructure funding, groundwater and subsidence related issues, regional and state level water planning, contract/customer management with large scale water supply customers and long range infrastructure planning needs for the City of Houston.

The Planning and Development Services Division is responsible for planning of public infrastructure and supporting the efforts of private development within the City. Planning is handled by the Real Estate and Infrastructure Planning Branches in support of the City's infrastructure investments through the Five Year Capital Improvement Plan. Development Services encompasses all aspects of private development from the availability of utilities (water, sewer and drainage) to access to the public right-of-way (Traffic Impact Analyses) and ultimately to Building Code review, permitting and inspection of vertical construction. Each of these efforts: Code Enforcement, City Engineer, Real Estate and Infrastructure Planning are overseen by a Senior Assistant Director.

About the Position

The Assistant Director (AD) of Water Resources plans, develops, organizes and manages water resources planning and coordination activities within the Department of Public Works and Engineering (PWE). Housed in the Planning and Development Services Division (PDSD), the AD is responsible for leading and managing planners, engineers and associated staff within the Infrastructure Planning Branch of PDSD and for administration of all water and waste water sales contracts. The position reports directly to the Senior Assistant Director for Infrastructure Planning and supports all of PWE in monitoring, assessing and providing input for water resources issues at the regional, state and federal levels.

Principle duties include:

- **Determining long range projections for water availability, systems and aggregate customer demand**
- **Leading staff in development and assessment of infrastructure and policy strategies to provide for cost-effective future water supply and waste water treatment**
- **Representing the Department and City in communications and meetings with various regional and state authorities and with non-governmental organizations to further the City's interests in water supply and water quality matters**
- **Managing day-to-day operations of the business unit including but not limited to budgets, performance and special reports**
- **Accomplishing other duties as assigned**

*This AD is a **Tier 1 (first responder)** position within the PWE Emergency Management Plan.*

COMPENSATION AND BENEFITS

Pay Range: *$104,000 - $117,000*

Benefits: The City offers competitive benefit plans including 3 healthcare plans, life insurance, available supplemental, dental and vision plans, a Flexible Spending Plan, defined benefit pension plan, deferred compensation (457k) plan and paid time off including vacation, 11 holidays and sick leave.

Applications will be accepted online until the position is filled. For application status inquiries or special accommodations, please call (832) 393-6002. The City of Houston Human Resources TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

www.houstontx.gov/jobs

Posting Number: 10873

The City of Houston is an equal opportunity employer.

About the Department

The City of Houston Public Works and Engineering Department (PWE) provides many of the services that affect the daily lives of everyone who lives and works in Houston. Six divisions provide administration, planning, maintenance, construction management and technical engineering of the City's infrastructure.

PWE produces and distributes over 146 billion gallons of water per year, treats over 90 billion gallons of waste water per year and maintains over:

- **16,000 lane miles of streets**
- **7,500 miles of water lines**
- **400 lift stations**
- **3,600 miles of storm sewer**
- **17,000 freeway and under bridge light fixtures**
- **50,000 fire hydrants**
- **2,400 signalized intersections**

PWE is staffed with a trained, multi-cultural work force of approximately 3,900 employees under the leadership of the department director with an annual operating budget of approximately $1.2 billion. Operating funds derive from a number of sources including user fees, utility charges and General fund revenue. The department is also responsible for implementing the storm water, street, waste water and water programs of the Mayor's five-year Capital Improvements Plan with a bond-funded budget in excess of $450 million per year.

The City is an important partner in Houston TranStar, a multi-agency collaboration led by the Public Works and Engineering Department in coordinating transportation and emergency management throughout an eight-county region surrounding Houston. TranStar combines the resources of the City of Houston, Harris County, the Metropolitan Transit Authority and the Texas Department of Transportation and serves as the region's transportation and emergency management center.

PWE has also provided the City of Houston with a variety of awards including a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC) and promotes water education, conservation and stewardship at the City of Houston's Waterworks Education Center.

About Houston

Houston was founded in 1846 after the Texas War for Independence to create a "great center of government and commerce" and named after Sam Houston, the Commander-in-Chief of the Texas Republic who also served as Senator and later Governor of Texas.

Houston today is the 4th largest city in the United States and enjoys a multi-cultural diversity of over 100 ethnic groups and cultures. It has the largest medical center in the world and is second only to New York City for its Theater District, with more than 500 cultural, visual and performing arts organizations. There are more than 40 colleges, universities and educational institutions offering higher education options.

Downtown Houston is home to a unique network of underground tunnels with restaurants, banks and stores spanning more than six miles and across the city offers a variety of shopping centers, malls and specialty stores.

The Houston Livestock Show and Rodeo is the largest in the world, attracting more than 1.8 million people annually.

Numerous other annual events provide a host of entertainment for the entire family, including the Art Car Parade, Houston International Jazz Festival, Texas Home and Garden Show, Bayou City Art Festival and Shell Houston Open.

The City is home to several professional sports organizations and world-class facilities including Texans football, Astros baseball, Rockets basketball and Dynamo soccer. Houston has hosted some of the country's most prestigious sporting events such as the Super Bowl, Final Four and World Series to name a few.

With more than 51,000,000 customers using one of three airports on an annual basis, Houston is also home to more than 5,000 energy-based companies. The Port of Houston is the nation's largest port in international tonnage and second in total tonnage.

With unlimited variety of cuisine choices, quality and locations of restaurants across the city, Houstonians eat out more than residents of any other city.

All of these things combined with so much more is the reason Houston is the best place to live and work, not only in the State of Texas, but the entire country – and the World!

For more information about this exciting opportunity, ...

City of Houston Human Resources
611 Walker Street
Houston, TX 77002
832-393-6002
www.houstontx.gov/jobs

Use your mobile device's QR code reader to visit the City of Houston's Jobs web page.

Interested candidates may request additional information from the Assistant Director of Management Support at the address below. No search firms or recruiters, please.

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