

Houstonfirst

Job Posting

Position:	Project Manager
FLSA:	Exempt
Department:	Regional Development
Reports to:	SVP of Regional Development Dept
Reporting Location:	701 Avenida de Las Americas
Workdays & Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.

SUMMARY: Oversee budgets, design, schedule and construction of capital and other special projects.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Managing various consultants' work on projects that may vary from programming, strategic plans to long-term initiatives, to feasibility studies and master plans, to design, documentation, and construction;
- Coordinating scope, schedule and development estimates;
- Serving as liaison with HFC's partners, project stakeholders, and other community representatives;
- Organizing and conducting (as needed) project and stakeholder meetings;
- Providing regular reports to SVP;
- Working with Legal Department to prepare Request for Qualifications (RFQ) and Request for Proposals (RFP) as needed for consultant, contractor and vendor selection;
- Reviewing project plans and specifications;
- Coordinating and obtaining necessary approvals from jurisdictional entities;
- Reviewing and recommending action on project invoices.
- Assist with preparing various presentations for reports/publications and for committee, board, stakeholder and other meetings.
- Provide research and analysis on various special projects and initiatives of varying complexity.
- Compile and synthesize data, and interpret results through conclusion or recommendation formulation.
- Assist in preparing annual and long-term project funding estimates for the purposes of Capital Improvement Programming and cash flow projections.
- Maintain project files (electronic and hard copy).
- Attend meetings with SVP and prepare meeting minutes as needed.

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibility

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's degree required; either in architecture, civil engineering, urban planning or landscape architecture
- Eight to ten years of directly relevant and demonstrated experience in varying scales of capital improvement projects, master planning, strategic planning and feasibility projects and studies, preferably including public-private projects;

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Ability to create visual presentations, exhibits for projects
- Effective multi-tasking ability;
- Superior organizational skills and a track record of leading project teams and working effectively with internal and external personnel;
- Strong communication skills with the ability to address a variety of audiences and clearly articulate the vision, goals and progress associated with their successful conclusion;
- Thorough knowledge of design and delivery process of projects;
- Commitment to thoughtful and contextually sensitive approach on any project;
- Qualitative and quantitative problem-solving ability;
- Heightened capacity, interest and experience with working in multi-disciplinary teams, with demonstrated ability to also work independently to achieve objectives;
- Confident and results-oriented;
- Excellent written, oral and interpersonal communication skills;
- Ability to interact effectively with HFC team, Board members and other volunteers, funding entities, public sector representatives, elected officials, corporate representatives, and the public;
- Proven track record of good judgment, and a commitment to ethical practices and operating with the highest integrity;

MISCELLANEOUS:

- Must pass a pre-employment drug test

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions

ANNUAL SALARY: Commensurate with experience

POSTING DATE: April 4, 2019

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.