



ASSISTANT DIRECTOR
OF PROJECT
MANAGEMENT



The best place to live, work, and play.



THE COMMUNITY

League City is located near the Texas Gulf Coast, approximately 20 miles southeast of Houston in northern Galveston County and the southernmost part of Harris County. The city is situated on the south shore of Clear Lake and encompasses an area of 53 square miles. The major sectors of the area's economic base include aerospace (NASA), petrochemicals, health care, upscale commercial, boating and visitor attractions. League City's residents and businesses enjoy easy access to many regional attractions and destinations including Galveston Island, the NASA Johnson Space Center, South Shore Harbour Resort & Conference Center, Clear Lake, University of Texas Medical Branch, Baybrook Mall, Kemah Boardwalk, Hobby International Airport, Downtown Houston, Texas Medical Center, Houston Spaceport, four major shipping ports, and the second largest petrochemical cluster in the world!

Ranked as one of the fastest growing and most desired communities in which to live in both Texas and the U.S., more than 110,000 residents live in League City due to the nationally-acclaimed school system, affordable master-planned communities, family-centric values, 100-year old oak trees, recreational lifestyle, and love for the water. With its distinct and vibrant culture, League City is committed to education, health, public safety, infrastructure, and recreation ensuring that League City will be the place in Texas to live, work, and play for years to come.

THE ORGANIZATION

The City of League City is a progressive, full-service municipal organization operating under the Council-Manager form of government with an at-large Mayor and Council Members that represent seven districts. The City Council appoints the City Manager, City Attorney, City Secretary and the City Auditor. The City Manager serves as the chief administrative and executive officer of the City and is responsible for guiding and directing day-to-day operations and oversight of all positions. The City has a staff of approximately 647 FTEs, an operating budget of \$145.14 million and a 5-year capital program approaching \$500 million.

The City of League City staff and leadership collaborated to develop a mission statement regarding the role and purpose of City government, along with a set of organizational values to guide the **SERVICE** of the City's workforce.

- **SUSTAINABILITY** - Optimizing available resources to maintain and improve quality of life.
- **EXCELLENCE** - Reflecting who we are, our values, and our distinctive performance by consistently surpassing expectations.
- **RESPECT** - Appreciating, valuing, recognizing, and caring about what our team and community has to offer.
- **VALUE-DRIVEN** - Exhibiting a high degree of stewardship and accountability.
- **INTEGRITY** - Doing what is ethically and morally correct because it's the right thing to do.
- **CUSTOMER-FOCUSED** - Accessible and responsive to customer needs according to our values with a focus on what is best for all.
- **ENGAGED** - Communicating effectively with external and internal stakeholders to create an environment of trust and collaboration.

DEPARTMENT OVERVIEW

The Project Management Office was created to deliver Capital Projects to the citizens of League City. The department's mission is to guide and coordinate the development, implementation and project delivery of the 5-year Capital Improvement Plan (CIP); to ensure efficient, effective planning, design, construction and maintenance of City infrastructure; and provide outstanding customer service to user departments and external customers. The ongoing success of the Department is attributed to the stability and tenure of the Director and City Manager collaboratively overseeing the Capital Projects, with over 20 years of combined leadership with the City of League City.

To learn more about the City of League City's Capital Improvement Plan visit:
<https://leaguecity.com/2803/5-year-Capital-Improvement-Plan>

THE POSITION

Under the general direction of the Director of Budget & Project Management, the Assistant Director shall manage, direct, and coordinate the activities of the Project Management Division to include supervision of 9 staff members. Provides program management for capital improvement program to include: contract administration, quality assurance, negotiation of change orders, preparation of cost estimates, constructability reviews, writing of specifications, development of design criteria, management of construction costs, monitors work progress, assembling contract documents for construction projects and development and implementation of a proactive communication program.

Typical responsibilities:

- Assist with development and management of the five-year capital improvement plan, including collaboration with other departments, executive staff, City Manager, Council and citizens to define potential future projects, identifying cost and funding.
- Assist with overall development and implementation of the capital improvement program including oversight in assignment of projects, establishing project schedules, establishing priorities and goals for project team, community outreach efforts, and developing and tracking measures to determine the program's success.
- Manage the Project Management Division. Direct the assignment of work activities, projects and programs. Monitor work flow; review and evaluate work products, methods, and procedures. Perform personnel related duties to include hiring, training, coaching, supervising, establishing priorities, providing guidance, conducting performance evaluation, and administering discipline.
- Direct, control, and account for the expenditure of division funds in accordance with budget appropriations.
- Supervise and conduct quality assurance inspections on projects related to streets, storm drainage, sanitary sewer and water distribution systems, and public buildings.
- Administer construction contracts and monitors construction progress, as well as review and approve change orders and invoices.

THE IDEAL CANDIDATE

The ideal candidate must be a seasoned, experienced, highly competent technical expert with an outstanding track record of fostering a project-management-oriented culture, as well as prioritizing and implementing multi-discipline projects water, traffic, sewer, drainage, roads and parks. The ideal professional must have demonstrated success in leading the implementation of project management processes and establish a stable framework that supports all project teams and stakeholders to improve the probability of successful project delivery. Experience working with governmental entities to include TxDOT, Army Corps of Engineers, Railroad, GLO, and the Coast Guard, as well as experience with land acquisition and eminent domain are key in this role.

The **Assistant Director** shall have these additional core competencies:

- **Forward-Thinking** – Fosters a vision and direction for department; seeks “best practices” for continued growth and effectiveness; develops short- and long-range CIP projects, strategies, priorities, goals and objectives.
- **Adaptable and Managing Change** – Adapts to ongoing challenges and capable of shifting in various directions due to changes in project priorities or issues; provides updates to City leadership on an ongoing basis.
- **Results Oriented** – Provides a high level of customer service; leads the identification and development of PM roles, goals and objectives. Identifies opportunities to achieve effective and efficient project delivery.
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex project challenges; provides/implements creative courses of action.
- **Collaborative** – Has a professional presence suitable to successfully engaging with Project Consultants, Contractors, City Management, City Council, county and state officials, and community stakeholders; serves as a departmental representative for City Council meetings, community meetings and project meetings.
- **Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions and values of others.
- **Communication Skills:** – Strong interpersonal, analytical, written and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy; effectively communicates with franchise utilities and pipelines.
- **Technical Expertise** – Demonstrates knowledge of and experience with applicable professional/technical principles and practices with civil engineering and project management; Citywide and departmental procedures/policies, procurement laws, and federal and state rules and regulations.



EDUCATION/EXPERIENCE

Bachelor's degree in Engineering, Construction Management, or related field. Registered Professional Engineer in the State of Texas or ability to obtain Texas license within six months. A minimum of 7 years of progressive experience in Civil Engineering, Project/Program Management, or relatable work experience, to include 3 years of supervisory experience at a professional level. Candidates with a minimum of 5 years of local government Civil Engineering experience are preferred, as well as Project Management Professional (PMP) credentials.

COMPENSATION AND BENEFITS

Salary is commensurate with qualifications and experience of the successful candidate. The City of League City also offers an excellent array of benefits.

For more information, visit the City's benefits website:

<https://www.leaguecity.com/3760/Employee-Benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, November 20, 2020**. To review more information on the position, and to submit your materials visit:

<https://executivesearch.cpshr.us/JobDetail?ID=1699> .

Candidates selected for a screening interview will be requested to provide a writing sample for review with details to follow.

For additional information about this position please contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-November. The City anticipates holding first round interviews in early-December. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

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