

TAX INCREMENT REINVESTMENT ZONE No. 27
(Montrose TIRZ)

ADMINISTRATOR/PROJECTS MANAGER POSITION ANNOUNCEMENT

Tax Increment Reinvestment Zone No. 27 (“TIRZ 27” or the “Zone”) is seeking an administrator/projects manager.

Qualified candidates interested in the position should have a college degree and demonstrative experience in relevant public and/or private positions, experience in working with the City of Houston, a proven record of directing, managing, and overseeing activities of entities involving contracting with third parties. Necessary skills include verbal and written communications, organization, leadership, networking, facilitating, negotiating and computer literacy. The candidate should demonstrate a working knowledge and appreciation of urban development, local government and finance.

The Zone strives to achieve the City’s Minority, Women and Disadvantaged Business participation goals in its contracting needs.

E-mail, Fax or Mail Inquiries and Resume/Qualifications to TIRZ 27
c/o Alia Vinson at Allen Boone Humphries Robinson LLP:

E-mail: avinson@abhr.com

Or mail:
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Please submit resumes/qualifications to TIRZ 27 no later than May 11, 2018.

POSITION DESCRIPTION

The Zone is a growing entity. The position being filled is an “interim” position with the intent, at the Board’s discretion, of becoming a permanent position. The position is part-time, estimated to be accomplished in forty hours per month on average. As the Zone grows and implements more projects, there is possible room for growth in this position. The Interim Administrator/Projects Manager will serve as the principle administrator of the Zone. In this capacity he/she will provide the strategic leadership for all of the following endeavors:

Administration:

- Prepare annual five-year Capital Improvement Plan, including scheduling and attending required meetings with the City, preparing clear and concise project descriptions of each project, and preparing an assessment of projects planned or undertaken by other entities that may affect Zone projects.
- Maintain a calendar of required administrative matters, including City requirements for capital improvement projects, tax increment calculation and payment time frames, and other general operations matters.
- Maintain and ensure adherence to annual calendar, including insurance renewals, payment dbills, audit deadlines, statutory and bylaw compliance requirements, and administer Board of Director duties and service issues.
- Coordinate with the Board Chairman, Directors, bookkeeper, legal counsel, other consultants, City officers and staff, and other related government entities to ensure timely compliance and action on Zone requirements.
- Provide timely input and direction on meeting agendas and meeting materials for Board of Directors meetings in coordination with legal counsel. Attend regular and special Board of Director meetings.
- Schedule, prepare agendas and meeting materials, and attend meetings of Board committees and workshops. Coordinate with legal counsel to ensure proper notice requirements are met for all meetings and workshops.
- Provide contractual oversight of consultants, including contract compliance, and timely receipt of work product, reports and invoicing.
- Coordinate with the City to prepare revenue projections and increment analysis.
- Prepare annual operating budgets.
- Develop and institute general cost controls and compliance measures for projects, including monitoring expenditures monthly per project and preparing quarterly reports with bookkeeper, accountant, and engineer to summarize budget expenditures and forecast the completion of each task.
- Work with consultants and City staff to ensure sufficient funds are available to meet financial obligations at all times.
- Continuing research and analysis of Zone statistics and performance indicators.
- Coordinate with the appropriate public agencies, including but not limited to the City, Houston Parks Board, Harris County Flood Control District and Texas Department of Transportation on projects and agreements.
- Prepare an analysis of and documentation required for annexations, interlocal agreements or other local government contracts.
- Prepare amendments to financing and project plans.
- Coordinate with property owners, developers, City staff and other required public agencies to facilitate developer agreements.
- Monitor requirements set forth in Development Agreements.
- Implement all policies and procedures approved by the Board of Directors.
- Respond to records or other requests for information from the City.

Projects Management:

- Monitor progress on capital improvement projects and other efforts being planned, designed or constructed by or on behalf of the Zone.
- Oversee the activities of outside engineers and construction contractors, maintaining construction schedules and preparing activity reports.
- Prepare project descriptions and requests for proposals/qualifications for individual projects and provide analysis and assistance in review of such proposals/qualifications.
- Assist in the process of developing and approving projects and awarding contracts.
- Meet with representatives of governmental entities to determine the approval process for each project, the estimated duration of such approval process and the sequence of permits required.
- Develop and maintain the approvals and design portion of a development schedule, and assist the design professionals involved in securing all necessary approvals.
- Review progress payments requested by design professionals and make recommendations on payment to the Board of Directors or the appropriate Board committee.
- Oversee the activities of engineers and construction contractors, maintaining construction schedules and preparing activity reports.

QUALIFICATIONS

Education:

- Required - Bachelor's degree or higher in public or business administration, finance, planning, accounting, engineering, architect or related discipline.

Work Experience:

- Demonstrated experience in relevant positions within public or private entities.
- Background knowledge and experience in public finance, public and private urban redevelopment, administration, preparation of annual operating budget and financial forecasting, and coordination with public entities, including experience with working with the City of Houston.

Salary or Fees:

- Commensurate with experience.