



## City of Houston Planner Manager - Grants

<b>SALARY</b>	\$3,846.15 - \$4,923.08 Biweekly \$100,000.00 - \$128,000.00 Annually	<b>LOCATION</b>	Houston
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	31477
<b>DEPARTMENT</b>	Houston Airport System	<b>OPENING DATE</b>	05/26/2023
<b>CLOSING DATE</b>	6/9/2023 11:59 PM Central		

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### POSITION OVERVIEW



**Applications will be accepted from:** All persons interested

**Division/ Section:** Houston Airport System / Infrastructure Project Delivery

**Workdays & Hours:** Monday – Friday 8:00am – 5:00pm (Subject to change)

#### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The purpose of the Infrastructure Division is to manage the whole life cycle (planning, design, construction, commissioning, assessment of condition, modifying, replacing and decommissioning/disposal of physical and infrastructure Houston Airport System (HAS) assets consistent with environmental regulations and best management practices. In addition to the responsibilities related to physical assets, the Infrastructure Division manages the HAS portfolio of assets and resources, with a focused goal to improve project delivery to all Stakeholders. Overall, the Infrastructure Division's mission is to maintain and extend the effective life cycle of HAS's physical assets and replace them when it is no longer financially feasible to extend the life of these assets, or they no longer support required Airport mission requirements.

Planner Manager is responsible for assigned business management functions in an operating department, including personnel management, organizational analysis and development, technical cost development and coordination, developing and monitoring operating policies and procedures, and supervision of subordinate clerical, technical, and professional staff. Under direction from the Assistant Director of Project Delivery, this position will specifically be responsible for managing the identification of project grant funding for complex infrastructure projects or activities that require a high degree of specialized knowledge.

**"Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required."**

The **Planner Manager** duties will include but are not limited to:

- Manages personnel in the review or implementation of planning programs, regulations, or ordinances.
- Performs highly-complex professional planning projects, research, and analysis.
- Assigns work to professional staff and ensures appropriate training is provided.
- Serves as a liaison to a broad range of community groups, government agencies, stakeholders, and appointed or elected officials.
- Advises various boards, commissions, elected or appointed officials, and department leadership on highly-complex planning issues.
- Oversees the resolution of highly-complex citizen and customer issues.
- Works closely with the public on planning programs, requirements, or ordinances.

### **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal. Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MINIMUM REQUIREMENTS**

### **EDUCATIONAL REQUIREMENTS**

Requires thorough knowledge of urban planning, development, and local government policies and procedures. Knowledge of this level is typically obtained through years of experience, demonstrated understanding of personnel management, and a Bachelor's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

### **EXPERIENCE REQUIREMENTS**

Ten years of progressively responsible planning experience required, with at least one year in a supervisory or project manager capacity.

A Master's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or closely related field may be substituted for two years of experience.

### **LICENSE REQUIREMENTS**

No

## **PREFERENCES**

Preferences will be given to applicant with the following skills set:

- A Master's degree in Public Administration, Business Administration, or a closely related field.
- Experience with FAA, and/or other governmental Grants

- 8+ years in Capital Programming
- The ability to perform in a lead capacity
- The ability to understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.
- The ability to interpret and apply pertinent federal, state, and local laws, codes and regulations as well as City policies and procedures.
- Remote knowledge of financial funding sources and opportunities.
- Experience in managing the administration and initiation of grants and programming for project funding by coordinating with all relevant stakeholders. This includes but is not limited to Part 139, Pavement Management, and all other Project Delivery, Design and Programming efforts.

**\*\*\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\*\*\***

## **GENERAL INFORMATION**

### **SELECTION/SKILLS TESTS REQUIRED**

The selection process will involve application review and/or interview. Department may administer skills assessment test.

### **SAFETY IMPACT POSITION**

YES - If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Pay Grade 28

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

### **APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (281-233-1043). If you need login assistance or technical support call 855-524-5627. If you need special services or accommodations, call (281-233-1043). (TTY 7-1-1) **Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying. For further information pertaining to the Houston Airport System, please visit: [https://www.youtube.com/watch?v=EDWLv\\_sJFoM](https://www.youtube.com/watch?v=EDWLv_sJFoM)

### **EOE Equal Opportunity Employer**

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but

not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

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**Agency**

City of Houston

**Address**

901 Bagby St

Houston, Texas, 77002

**Website**

<https://www.houstontx.gov/>

**Planner Manager - Grants Supplemental Questionnaire****\*QUESTION 1**

**Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?**

- Yes
- No

**\*QUESTION 2**

**What is the highest level of education you have completed?**

- Less than High School Diploma/GED
- High School Diploma/GED
- Associates Degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or related field
- Bachelor's Degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or related field
- Master's Degree or higher in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or related field

**\*QUESTION 3**

**Please indicate the degree concentration you have obtained ("See Resume" is not acceptable, if statement does not apply, please insert N/A)**

**\*QUESTION 4**

**How many years of verifiable professional experience do you have in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or a closely related field?**

- Less than 8 years
- At least 8 to less than 9 years of experience
- At least 9 to less than 10 years of experience
- 10 or more years of experience
- No experience

**\*QUESTION 5**

**How many years of verifiable supervisory or project manager experience do you have?**

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 years or more

**\*QUESTION 6**

**Are you a Houston Airport System employee?**

- Yes
- No

**\*QUESTION 7**

**How many years of verifiable professional experience do you have in capital programming?**

- Less than 8 years
- At least 8 to less than 9 years of experience
- At least 9 to less than 10 years of experience
- 10 or more years of experience
- No experience

**\*QUESTION 8**

**What is your level of familiarity with the AIP Handbook regulations and project funding?**

- Beginner
- Intermediate
- Advance
- Expert
- No Experience

**\*QUESTION 9**

**Do you have a valid driver's License?**

- Yes
- No

\* Required Question