

# **NOTICE OF JOB OPENING**

**The Orange County Drainage District** is seeking applicants for the position of **Assistant Manager of Special Projects.**

## **Position Summary:**

In addition to regular maintenance operations and projects, the District engages, or may engage in special projects, including, but not limited to, projects that 1) are relatively large, and designed and constructed for the purpose of significantly improving drainage or mitigating flooding and damages associated with flooding; 2) involve the application for, and receipt and use of grants and/or loans from state and federal agencies and from other entities; and/or 3) involve collaboration and vital working relationships with other governmental entities. The Assistant Manager of Special Projects shall assist the General Manager and/or Assistant General Manager in the management of special projects, and shall perform all of the Essential Job Functions described below.

## **Essential Job Functions:**

- With the assistance of grant administrators and other professionals retained by the District, pursue, obtain and maintain grants, loans and other funding opportunities for District projects.
- Prepare and timely submit project progress and expenditure reports required by funding/oversight agencies and entities from whom grants and/or loans have been obtained.
- With the assistance of the General Manager, Assistant General Manager and the District's outside engineers and retained consultants, assist in the design concepts of the District's special projects.
- With the assistance of the District's environmental consultant, obtain all required special project environmental permits from the United States Army Corps of Engineers, Texas Parks & Wildlife, the Texas Historical Commission, United States Fish & Wildlife Service, Texas Commission on Environmental Quality and any other applicable regulatory agency.
- Coordinate and provide leadership for the District's efforts in the acquisition of all required right of way, easements and other property rights necessary to accomplish the construction, operations and maintenance of special projects and as directed, coordinate with District's right of way department.
- In accordance with the District's Purchasing Manual, all applicable state and federal laws, and the policies and requirements of any applicable funding agency, and with the assistance of the District's Purchaser, solicit engineering services, contractor services, and the services of any other consultant(s) required for design and construction of a special project. This task includes, but is not limited to, the oversight of the advertising of such solicitation, the selection process by which the service provider is selected by the District, and the negotiation and execution of appropriate contracts between the District and such service provider(s).

- Coordinate and manage the work and/or services provided to the District by the District's outside engineers, grant administrators, environmental consultants, contractors and other consultants retained by the District with regard to special projects.
- Communicate and coordinate as reasonably required with other governmental entities and property owners that are involved in, or affected by, special projects.
- Attend meetings, represent the District, and otherwise assist the General Manager concerning the Orange County Element of the Sabine Pass to Galveston Bay Coastal Storm Risk Management Project.
- Assist the General Manager and Assistant General Manager in the continued development of beneficial working relationships with other governmental entities and agencies locally and in the State of Texas.
- Provide the Board of Directors, during the Board's regular meetings or special meetings, with status reports regarding pending or planned special projects.
- Create special project budgets, and consult with, advise and update the General Manager, Assistant General Manager and Board of Directors with regard to the special project budgets.
- Assist the General Manager and Assistant General Manager with any other District management tasks and responsibilities as reasonably requested by the General Manager.
- Assist the General Manager and the Assistant General Manager in responding to inquiries from the media and public concerning special projects.
- As assigned by the District's General Manager, provide information to District's legal counsel as necessary concerning special projects and related permit(s) and other legal requirements.

**Requirements:**

**Level of Education:**

- BBA/BS in accounting, engineering or other discipline related to the tasks described herein is required, or previous experience in managing special projects and in the tasks described herein equal to formal education requirements.

**Experience:**

- Minimum of 3 years experience in: 1) managing or supervising construction projects; 2) grant administration; and 3) the regulatory environmental permitting process for drainage-related projects.

**Knowledge, Skills & Abilities:**

- Significant experience and understanding of laws and regulations applicable to Governmental organizations, including, but not limited to a) purchasing and procurement of professional services and other services; b) open records and open meetings; and c) governmental accounting and auditing.
- Extensive practical knowledge of the organization and operations of state, federal and local governmental entities and agencies.
- Extensive experience in working with engineers, environmental consultants, and contractors.
- Experience and ability to cultivate and maintain an effective working relationship with District personnel, public officials, other governmental entities and agencies, private businesses and members of the public.
- Proficient in Microsoft Excel, Word, and Outlook.

**Physical Tasks & Requirements:**

- The Assistant Manager of Special Projects must be capable of working in the office at a desk, participate in phone calls, staff meetings, Board meetings and virtual meetings, visit and inspect project work sites (walking, and in vehicles and vessels), and attend meetings at other locations.

**Other Requirements:**

- Travel may be required for meetings with representatives of other public entities and agencies, including overnight travel.

**Salary:**

- Commensurate with qualifications and experience.

**Benefits:**

- Health Insurance, Pension, Paid Vacation and Holidays.

An application, along with a resume' that sets forth the qualifications and experience of the applicant, must be submitted to the Drainage District. An application may be obtained at the Drainage District office or on the District website: [www.ocddtx.com](http://www.ocddtx.com).

Applications and resumes' will be received at the Drainage District office, located at 8081 Old Hwy 90, Orange, Texas through 5:00 p.m. on March 12, 2021, or until the position is filled.

THE ORANGE COUNTY DRAINAGE DISTRICT IS AN EQUAL EMPLOYMENT  
OPPORTUNITY EMPLOYER