



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

POSITION AND CANDIDATE SPECIFICATIONS

DIRECTOR OF COMMUNITY DEVELOPMENT



Interested applicants should apply online at:

www.fortbendcounty.jobs

Application process will remain open until position is filled

POSTING DATE: October 20, 2020



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ABOUT THE COUNTY ...

Fort Bend County is located in the Houston Texas metropolitan area just southwest of Harris County. Its 875 square miles consistently ranks as one of the fastest growing counties in America with a current population of over 800,000 and counting. Excellent schools, affordable housing, and extensive recreational facilities have attracted families with impressive demographic profiles making Fort Bend County the most ethnically diverse county in the nation. Founded on the banks of the Brazos River in 1837, Fort Bend County has a rich and colorful history that has sustained magnificent growth to become the thriving community it is today.



WHY FORT BEND?

Fort Bend County has continued to top lists for livability and economic success – and there is no sign of slowing down. Residents and businesses agree that there's no place better to live or work. Read on to learn more about what makes Fort Bend County so special:

What does Fort Bend County offer professionals who want a great place to live, work, and play? The answer is "*options*". Employment, lifestyle, education, housing – Fort Bend County provides choices and leaves the decision to you.



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See why so many professionals call Fort Bend home:

- Fastest-growing large county in the U.S. 2013-2016, **current population 811,688** (U.S. Census Bureau, 2020)
- Most ethnically diverse county in the nation. (Kinder Institute, 2018)
- No state income tax
- Richest counties in Texas. (24/7 Wall St., 2020)
- Highest percentage of college graduates in Houston MSA (US Census, 2018)
- Four public high schools ranked top in the Houston metro area, two in the top 3, and 5 in the top 25 (Niche, 2016)
- Home to five of the top 10 master planned communities in Houston. Houston is second in the nation. (MetroStudy 2017)
- Top industries include: food manufacturing, energy, engineering, education, health care, and technology
- Most ethnically diverse county in the Houston metropolitan area (U.S. Bureau of Labor Statistics, 2014, 2015, 2016, 2017)
- 26.8 percent population growth 2010-2018, \$119,536 average household income, 90.8 percent high school graduate or higher, 45 percent bachelor's degree or higher (American Community Survey, 2018)
- Fort Bend's major thoroughfare system provides superior access into, through, and around the entire Greater Houston region
- Home to Sugar Land Regional Airport with US customs service - ranked #1 private jet terminal in the US - and Arcola's Houston Southwest Airport. Access to Greater Houston's international airports, George Bush Intercontinental Airport and William P. Hobby Airport
- Two national highway systems
- Three major state highways
- Three regional toll roads
- Three major Class I railroads with access to Port of Houston and Port Freeport

Detailed Fort Bend County data and demographics are available for your review and reference at:

www.fortbendcounty.com

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ABOUT THE JOB ...

The Director of Community Development leads and directs the activities and projects within established guidelines in the Fort Bend County Community Development Department.

DEPARTMENT HISTORY:

The Fort Bend County Community Development Department was created in 1992 by the Fort Bend County Commissioners Court to administer the Community Development Block Grant (CDBG) Program and other federal housing programs for the County. Since that time, the Community Development Department's scope has been expanded to include the administration of several other programs.

In 1994, Fort Bend County was designated a participating jurisdiction (PJ), and therefore became eligible to receive a grant directly from the U.S. Department of Housing and Urban Development (HUD) through the HOME Investment Partnerships Program. In 1995, Fort Bend County became eligible to receive a grant through the Emergency Shelter Grant (ESG) Program which is now Emergency Solutions Grant (ESG) Program. Fort Bend County is part of the Houston Eligible Metropolitan Area (EMA) for the Housing Opportunities for Persons With AIDS Program (HOPWA).

In July 1992, Marilyn Kindell was successfully appointed and is currently residing as the Director of Community Development. Marilyn has announced her retirement possibly at the end of December, 2020.

THE COUNTY COMMUNITY DEVELOPMENT'S MISSION:

- ◆ The overall goals of the community planning and development programs covered by the consolidated plan is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons.
- ◆ The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector including for-profit and non-profit organizations, in the production and operation of affordable housing by providing decent housing, a suitable living environment, and expanded economic opportunities.



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OTHER ESSENTIAL GOALS:

- ◆ Housing and Urban Development (HUD) requires a Consolidated Plan, a single submission for the planning and application aspects of the CDBG, HOME, ESG and HOPWA formula programs. The consolidated submission also consolidates the reporting requirements for HUD programs, replacing five general performance reports with one performance report, the Consolidated Annual Performance and Evaluation Report (CAPER).
- ◆ The Service area for the Consolidated Plan includes the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompsons. The County's service area does not include the cities of Houston, Katy and Missouri City.

ABOUT THE RIGHT CANDIDATE ...

CANDIDATE REQUIREMENTS –

The successful candidate must:

- have a Bachelor's Degree in Public Administration/Urban Affairs/Planning; Master's Degree in related field preferred; and
- have at least eight years job related experience, and
- have at least one year in a supervisory capacity. (One year assistant director in job related experience may substitute for supervisory capacity.)

SKILLS AND ABILITIES –

The successful candidate must possess excellent verbal and written communication skills. They should also possess excellent management, supervisory, and organizational skills. Excellent interpersonal skills and the ability to deal effectively with the public, other employees, and elected officials. Substantial knowledge of HUD rules and regulations. Knowledge of HUD database systems – IDIS, Sage, Heros. Knowledge of the Texas General Land Office database system – TIGR.



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ESSENTIAL DUTIES AND RESPONSIBILITIES -

- ◆ Administers department's programs and gives guidance of the planning of programs, policies and/or objectives for department.
- ◆ Identifies needs of low and moderate income citizens and subsequently analyzes the needs and determines strategy to address needs.
- ◆ Reviews and approves annual program budget for submission to Commissioners Court.
- ◆ Reviews and approves invoices for payment.
- ◆ Prepares reports required by Housing and Urban Development (HUD) and the Texas General Land Office.
- ◆ Directs research and preparation of the Consolidated Plan, Consolidated Annual Action Plans and the Consolidated Annual Performance and Evaluation Report.
- ◆ Manages Environmental Review Process for program compliance.
- ◆ Serves as liaison to HUD, the Texas General Land Office and other agencies as assigned by Commissioners Court.
- ◆ Prepares, approves and monitors department annual budget and approves equipment expenditures.
- ◆ Reviews proposals and recommends projects for funding to Commissioners Court.
- ◆ Approves selection of new employees, employee transfers/promotions, disciplining/discharging and salary increases.
- ◆ Manages activities of department staff. Assigns duties and plans work of others in addition to reviews work of employees as well as assists and/or instruction other employees with their duties.
- ◆ Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers



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NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

COMPENSATION

Based on experience, a highly competitive compensation will be paid to the successful candidate.

In addition, you'll find that Fort Bend County benefit programs are both comprehensive and amazing! For more information, see:

<http://www.fortbendcountytx.gov/modules/showdocument.aspx?documentid=1136>

POSITION STATUS

This is an active search to staff this position upon departure of the current Community Development Director, who has announced her retirement around December 31, 2020.

CONTACT INFORMATION

If you, or someone you know, are qualified and interested in applying for this outstanding leadership opportunity with Fort Bend County, you must create a profile, submit a resume, and complete an application online at:

www.fortbendcounty.jobs

**Application process will
remain open until position is filled.**

Fort Bend County applies positive employment practices designed to ensure the full realization of equal employment opportunities (EEO) to all employees and applicants for employment without regard to: • race • color • religion or creed, • sex • sexual orientation • gender • gender identity • gender expression • pregnancy status (including childbirth and related medical conditions) • national origin • ethnicity • citizenship status • age (40 and over) • physical or mental disability • genetic information • protected military and veteran status • political affiliation or beliefs • or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.