

**Date Posted:**  
**10/20/2020**

**Job No. 20-335**

**FORT BEND COUNTY**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**JOB TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT**

**JOB SUMMARY:**

Directs Community Development department's activities and projects within established guidelines. Participates in planning of programs, policies or objectives for own work group and department.

**DUTIES & RESPONSIBILITIES:**

Administers department's programs. Directs planning of programs, policies and/or objectives for department. Manages activities of department staff. Identifies needs of low and moderate income citizens; analyzes 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 any other agencies as assigned by Commissioners Court. Prepares, approves and monitors department annual budget; 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. Assigns duties and plans work of others; reviews work of employees; assists and/or instructs 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.

**REQUIREMENTS:**

Bachelor's Degree in Public Administration/Urban Affairs/Planning. Master's Degree in related field preferred. Knowledge of HUD rules and regulations. Knowledge of HUD database systems – IDIS, Sage, Heros. Knowledge of the Texas General Land Office database system – TIGR. Eight years job related experience with one year in a supervisory capacity. (One year assistant director in job related experience may substitute for supervisory capacity.) Excellent verbal and written communication skills. Excellent management, supervisory, and organizational skills. Excellent interpersonal skills and ability to deal effectively with the public, other employees, and elected officials.

**SALARY RANGE:** Executive Manager – Commensurate with experience and education

**CLOSING DATE:** Upon filling position

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including 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.

**To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)**