



Position Description: Manager, Planning and Mobility

The Energy Corridor District (District) is at an exciting juncture in time. We are building on our past successes and embarking on strategic initiatives that will impact the future of the Energy Corridor for years to come. As such, the District is seeking a results-oriented, self-motivated, collaborative, and strategic minded professional to serve as our *Manager, Planning and Mobility*. The successful candidate will play an important role in shaping the future of regional planning and multi-modal mobility activities and act as an advocate for the District's transportation and planning interests.

About the Energy Corridor District

The Energy Corridor District (District) is an advocate for one of Houston's premier business centers and destinations. Established in 2001 by the Texas Legislature as Harris County Improvement District #4, The District was created to promote, develop, encourage, maintain employment, commerce, transportation, housing, recreation, arts, entertainment, economic development, safety, and the public welfare within its boundaries.

Home to the headquarters and regional offices of prominent global firms within the energy sector and beyond, the District consists of over 2,000 acres, stretching along IH-10 from Kirkwood Road to west of Barker Cypress Road, and extending south along Eldridge Parkway to south of Briar Forest Drive. The District also offers access to assets such as Buffalo Bayou, Terry Hershey Park, various recreational trails, and adjacency to over 26,000 acres of parks and open space. The Energy Corridor features over 20 million square feet of Class A Office Space, over 8,500 units of Class A apartments, and commercial land available for future development.

Position

Under the leadership of the Executive Director, the *Manager, Planning and Mobility* will have responsibility for developing and advancing the District's planning and mobility strategies, policies, programming, administration, and project management of such efforts. This includes developing, managing, implementing, and maintain, as applicable, planning and transportation studies, visioning and conceptualization efforts, design standards and other guidelines, future project plans, multi-modal transportation and mobility programs, traffic mitigation, and other related initiatives. This role will regularly collaborate internally with the Manager, Public Realm and Special Projects, as well as interact



externally with local, regional, state, and federal entities and public agencies to ensure the District's projects are considered and included in regional planning efforts.

Essential Duties and Responsibilities

Urban Planning and Transportation/Mobility Planning and Programming

- Develop, lead, and implement strategic urban planning and transportation studies, including visioning and conceptualization projects to be advanced by the District for implementation
- Advance District's parks and greenspace efforts through relevant studies and partnerships
- Leads, manages, recommends, tracks District transportation and mobility initiatives through advocacy, assessment, coordination, identification, implementation, management, planning, and studying of:
 - the District's grid to support multiple modes of travel
 - District-wide travel demand management opportunities and other data capturing
 - first mile-last mile multi-modal mobility solutions and user amenities including bike racks and bike lanes
 - trail connections and other mobility gaps
 - improved, expanded, and new public transit service, including District-led commuter services, and rider amenities including bus shelters and pads
- Manage District commuter transit programs and relationships
- Maintain knowledge of general planning principles and best practices, as well as applicable policies, regulations, and ordinances.

Urban Design Administration

- Develop, implement, maintain, and manage uniform design standards and guidelines focused on enhancing identity, streetscape improvements, urban, environmental, flood resiliency, and crime-prevention design in District projects
- Manage District's tracking and/or approval of small cell towers applications, fiber optics, and other infrastructure.
- Promote and encourage the use of the District's design standards and streetscape guidelines for public and private use.



Future Projects Plan

- Develop and manage a District future projects planning tool incorporating District led and public agency project tracking and advancement
- Track public agency infrastructure projects and regional transportation planning through the Houston-Galveston Area Council for the District awareness and ability to partner and accelerate its projects

Administration/General Responsibilities

- Track city and county permit and variance data relevant to the District
- Maintain Energy Corridor land use and development statistics and reports
- Manage and secure easements/public right of way for implementation of District projects
- Manage and/or support District annexation and service planning
- Gather relevant statistics and provide analysis; validate and interpret data from surveys, traffic modeling software, etc.
- Develop and maintain a geographic information system to map and track the District's assets and interests
- Manage and collaborate with consultants and provide administrative oversight of service agreements/contracts, including review of invoices
- Provide timely submissions of planning and mobility updates to the Executive Director
- Manage planning and design efforts through the concept and/or schematic design phases in collaboration with the Public Realm and Special Projects Manager

Public Art Programming

- Lead the District's public art programming and planning to strategically implement public art and other concepts throughout the District in partnership with stakeholders and public entities, as necessary

Funding/Resources

- Maintain an understanding of transportation and mobility funding flows to region, methods to access funding, and grant recipient responsibilities



- Identify opportunities for partnerships with public and private entities that advances the District’s funding pursuits
- Identify and pursue grants and other public and private funding through applicable sources to leverage and accelerate District projects. Prepare grant proposals on behalf of the District; where applicable, work in conjunction with consultant(s) to support of such efforts

Agency, POAs, and Stakeholder Engagement

- Collaborate with staff to facilitate transportation and mobility related working groups, community outreach, and review and gather input on current and proposed transportation plans and proposals that impact the District and region
- Communicate transportation and mobility options such as METRO Addicks Park and Ride, vanpools, transit, commuter service, hike and bike trails, and other District travel modes
- Develop and maintain professional working relationships with partner agencies such as Houston Galveston Area Council (H-GAC), METRO, City of Houston, Texas A&M Transportation Institute, Texas Department of Transportation (TxDOT), Harris County Precinct 4, and surrounding counties
- Support and collaborate with staff in assisting major employers and other businesses regarding transportation and mobility options, policies, practices, and benefits, as well as education for their workforce

This position will also be responsible for performing other related job duties as required, which may include evening and weekend availability in cases of emergency and/or to fulfill project or event related responsibilities assigned to the role.

Essential Qualifications and Skills

- Bachelor’s degree in Urban Planning, Transportation Planning, or a related field is required. Advanced degree is preferred
- Five (5) to Ten (10) plus years of experience to include comprehensive knowledge of planning and transportation experience with a local, state, or federal agency and/or highly reputable consulting or research firm is preferred
- Demonstrated project management track record of successfully executing complex planning and mobility projects on-time and within budget
- Strong analytical and research skills
- Experience using Geographic Information Systems



- Demonstrated skill and proficiency with the suite of Microsoft Office products, including PowerPoint, Excel, and Word
- Advanced knowledge of Adobe Creative Suites (Photoshop, InDesign, Illustrator), Constant Contact, Word Press or similar is necessary
- Excellent written and verbal communication skills
- Strong interpersonal skills; ability to build and nurture relationships with a diverse of group stakeholders with competing interests
- Excellent analytical and quantitative skills; excellent reasoning, strong decision-making skills, and ability to work with minimal supervision
- Accountable
- Keen attention to details
- Collaborative, well organized, ability to multi-task, act proactively, prioritize work and meet deadlines

Employment Type

Full-time

Salary

Salary range is contingent upon knowledge and experience. Full benefits, including health, dental, and vision insurance, and retirement contributions.

How to Apply

A letter of interest and resume/CV is required. At the applicant's discretion, no more than three work samples may be provided. Please send a complete application package to employment@energycorridor.org.