

Position Title: Program Manager

Job Summary:

The Program Manager is the principal staff employee of Harris County Municipal Utility District No. 50 ("HCMUD 50") and is responsible for the coordination of all HCMUD 50 activities whether they be event related, board related, or community related. The Program Manager performs a variety of administrative and skilled tasks, including but not limited to researching, planning, and implementing HCMUD 50's strategic goals by utilizing HCMUD 50 resources to strategic goals.

Essential Duties and Responsibilities: To perform this job successfully, the Program Manager must be able to perform each essential duty.

- Manage administrative aspects of capital projects and strategic goals, including record keeping, grant administration, budget development, and accounting and preparing all necessary reports.
- Provide processes for monitoring project performance and collaborating with project teams.
- Direct and coordinate community engagement activities, ensuring that communication between HCMUD 50 and community is well-established.
- Build a strong team through open communication and by collaborating on decision-making responsibilities.
- Create detailed implementation plans including deadlines, milestones, processes, and risk management protocols.
- Build strong and productive working relationships with appropriate agencies at local, state, and federal levels.
- Liason with Board of Directors to set strategic goals and objectives.
- Perform related duties as assigned.

Required Knowledge, Skills and Abilities:

The Program Manager should have appropriate education, knowledge, and experience in as many of the following areas as possible:

- Strong project management skills managing complex, multifaceted projects.
- Excellent problem-solving, negotiation, and communication skills.
- Ability to organize and perform community engagement events.
- Proficient data analysis and reporting skills.
- Grant writing.
- Event planning.
- Ability to work an irregular schedule, including weekends, evenings and holidays.

The Program Manager should have working knowledge of municipal utility districts and a general understanding of the Texas Water Code, Texas Government Code, and Texas Local Government Code.

Education, Certifications, and Experience Required: The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

- o Bachelor's degree or Master's degree.

Experience

- o Five (5) years of experience in municipal utility districts or acceptable work experience substitute.
- o Three (3) years of manager or supervisor experience
- o Two (2) years of experience with Munibilling software.

Certificates, Licenses, Registrations

- o Valid Texas driver's license.

- Must be able to pass a background check and drug screening.

Physical and Environmental Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is low work requiring the exertion of ten (10) pounds of force constantly to move, lift, and push objects.

Disclaimer:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. District Board of Directors have sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Harris County Municipal Utility District No. 50 is an equal opportunity employer: race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status, or any other legal protected group status.