

Director of Planning & Infrastructure

The North Houston District is a special purpose management district located in Houston, Texas. The District was created by the State Legislature in 1991 at the request of commercial property owners to provide services and improvements to ensure the area's growth and prosperity. Information about the District may be found at <https://www.northhouston.org/>.

Summary

The Director of Planning & Infrastructure provides strategic leadership for the planning, development, implementation, and oversight of the North Houston District's infrastructure, capital improvement, mobility, beautification, parks, and placemaking initiatives. The position develops long-range strategies that support economic development, improve mobility and connectivity, enhance public spaces, and strengthen the District's attractiveness for businesses, residents, employees, and visitors.

The Director works collaboratively with local, regional, state, and federal agencies, elected officials, property owners, consultants, developers, and community partners to identify opportunities, secure funding, and advance projects that support the District's long-term vision.

This position reports to the President of the North Houston District.

Primary Duties & Responsibilities

Strategic Planning & Infrastructure

- Develop and implement long-range planning strategies that support infrastructure investment, redevelopment, transportation, beautification, parks, and public spaces.
- Evaluate existing plans, studies, and infrastructure needs and recommend priorities for future investment.
- Apply sound planning principles, urban design, placemaking, mobility, sustainability, and economic development practices to District initiatives.
- Monitor planning trends, legislation, funding opportunities, and best practices affecting the District.

Capital Projects & Project Management

- Manage planning, design, and implementation of District capital improvement projects, including streetscapes, parks, trails, landscaping, mobility improvements, public art, and other public infrastructure.
- Prepare Requests for Qualifications (RFQs), Requests for Proposals (RFPs), scopes of work, and consultant contracts.
- Oversee consultant teams throughout planning, design, bidding, and construction phases.



North Houston District

- Review project schedules, budgets, design documents, and deliverables to ensure quality, fiscal responsibility, and timely completion.
- Coordinate project activities with partner agencies and stakeholders.

Parks, Trails & Public Spaces

- Lead planning and development of parks, trails, open spaces, and recreational amenities that enhance the District's character and connectivity.
- Coordinate with local, regional, and state agencies on park development, trail expansion, flood mitigation, and environmental enhancement initiatives.
- Support projects that integrate landscaping, public art, wayfinding, and placemaking into public infrastructure.

Transportation & Mobility

- Promote a safe, efficient, and multimodal transportation network throughout the District.
- Identify transportation deficiencies and recommend infrastructure improvements that enhance mobility, safety, accessibility, and connectivity.
- Coordinate with transportation agencies on roadway, sidewalk, bicycle, pedestrian, transit, and related infrastructure projects.
- Advocate for transportation investments that support the District's economic development goals.

Economic Development & Redevelopment

- Support District economic development initiatives through planning, redevelopment strategies, and infrastructure investment.
- Evaluate development proposals and provide planning recommendations that encourage high-quality commercial, industrial, mixed-use, and residential development.
- Monitor market trends, development activity, and real estate conditions affecting the District.
- Meet with developers, property owners, brokers, and businesses to identify opportunities, address challenges, and encourage investment.

Funding & Partnerships

- Identify grant opportunities and alternative funding sources to support District initiatives.
- Assist in preparing grant applications and funding proposals.
- Develop partnerships with public agencies, private organizations, and nonprofit entities to leverage resources and advance strategic projects.

Government & Stakeholder Relations

- Represent the District before governmental agencies, elected officials, community organizations, and professional associations.
- Develop and maintain productive working relationships with city, county, regional, state, and federal partners.
- Coordinate interagency collaboration on infrastructure, mobility, redevelopment, and public improvement initiatives.
- Serve on committees, advisory groups, and industry organizations as assigned.

Department Leadership & Administration

- Develop departmental goals, work plans, budgets, and performance measures.
- Prepare reports, presentations, agenda items, and recommendations for the Board of Directors, Executive Committee, and other committees.
- Provide technical expertise and strategic recommendations to executive leadership.
- Manage assigned consultants, contracts, and departmental resources.
- Perform other duties as assigned.

Qualifications

- Master's degree in Public Administration, Urban Planning, Architecture or related field
- 8 to 10 years of professional government planning, urban design or project management experience.
- Experience working with community and economic development issues or capital projects planning and implementation is also desired
- AICP certification is desired
- Ability to handle numerous projects simultaneously while meeting tight deadlines
- Must be a self-motivated individual with strong work ethic
- Good communication skills and a strong team player

To Apply

For consideration submit resumes and cover letters to Bart Baker at bbaker@northhouston.org.