



# Notice of Job Opening – Planning & Urban Design Manager

To apply, submit a **Cover Letter & Resume** to [erica@cctexasdmd.com](mailto:erica@cctexasdmd.com) by **5 PM** on Friday, January 22, 2021.

**General Description:** Be part of the renaissance of Downtown Corpus Christi! We are looking for an accomplished, sophisticated, and results-oriented urban development professional with energy and spirit to advance our revitalization efforts. Working as part of our closely-knit team, you will use your planning and project management skills to plan, direct, track, and complete quality improvements in Downtown. Additionally, this position will track the implementation of the Downtown Area Development Plan and work with stakeholders to ensure our organizational plans are updated to reflect big, forward thinking vision for revitalization. This position reports directly to the Executive Director and works closely with the Economic Development Manager.

<b>Job Functions (Daily Responsibilities):</b>	<b>Deliverables, Metrics and/or Benchmarks</b>
1) Infrastructure	<ul style="list-style-type: none"> <li>• Ensure TIRZ #3 Traffic &amp; Planning Analysis projects are scheduled designed and completed to meet urban design objectives;</li> <li>• Assist with downtown lighting upgrades.</li> <li>• Identify path forward for Broadway Bluff Maintenance Feasibility Study and initiate facilitation.</li> <li>• Work with City to identify creative urban design opportunities for public projects in the downtown area.</li> </ul>
2) Beautify Downtown	<ul style="list-style-type: none"> <li>• Complete 3 New Beautification Projects:               <ul style="list-style-type: none"> <li>○ Curb Painting;</li> <li>○ Phase 1 of Broadway Bluff / Tunnel Maintenance.</li> <li>○ Phase 2 of Artesian Park Upgrades</li> </ul> </li> <li>• Maintain Existing Beautification Projects.</li> </ul>
3) Create Transportation Accessibility	<ul style="list-style-type: none"> <li>• Develop Micro-Transit Plan and identify implementation partners.</li> <li>• Facilitate implementation of City’s Bicycle Mobility Plan.</li> </ul>
4) Improve Right of Way Management	<ul style="list-style-type: none"> <li>• Assist Property Owners in planning façade improvements.</li> <li>• Plan &amp; Implement TIRZ #3 Right of Way Improvement Projects.</li> <li>• Facilitate Sidewalk Café Applications.</li> </ul>
5) Facilitate Parking Improvements	<ul style="list-style-type: none"> <li>• Establish annual task plan for Parking Action Plan Implementation.</li> <li>• Identify &amp; support improvements in target parking lots.</li> </ul>
6) Strategic Planning	<ul style="list-style-type: none"> <li>• Track implementation of the Downtown Area Development Plan.</li> <li>• Facilitate strategic planning update for 5 Year Strategic Plan.</li> <li>• Stay up to date on best practices in benchmark cities.</li> <li>• Coordinate and host workshops &amp; charettes annually with stakeholders, public officials, developers, and civil society regarding development plans and land use.</li> <li>• Manage Main Street Participation &amp; Reporting</li> <li>• Identify additional industry organizations and pursue participation</li> </ul>

## Project Goals for FY 2021 (From Board Approved Service Plan)

- G2. Facilitate Curb Repainting
- G3. Develop Wayfinding Plan
- G7. Assist Economic Development Manager with Map of Local Economic Ecosystem
- G8. Determine Parking Garage Feasibility
- G18. Research & Develop District Voluntary Annexation Policy
- G19. Assist with Development of 5 Year Strategic Plan & Annual Service Plan

## Core Competencies:

- 1) **Initiative:** Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.
- 2) **Quantity of Work & Reporting:** Consistently completes acceptable volume of work on time and reports on accomplishments. Seeks further assignments when workload permits. Completes reports on time and does not require reminders for reoccurring reports.
- 3) **Responsibility & Quality of Work:** Has good attendance, is on time and is present and productive at work. Work consistently demonstrates an understanding of the objectives and mission statement.
- 4) **Judgement & Decision Making:** Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the organization.
- 5) **Attitude & Stress Management:** Keeps an upbeat, professional attitude even under challenging situations. Maintains flexibility without losing momentum. Adapts to situations seamlessly.
- 6) **Teamwork:** Willing to share information and offers aid when possible. Consistently looking for ways to improve processes in the workplace and help the team.
- 7) **Customer Service Focus:** Understands customer's needs, expectations, and DMD's requirements for public service. Treats customers (internal & external) with courtesy and respect. Responds quickly to all requests.
- 8) **Communication:** Communicates effectively verbally and in writing with team members and customers with widely different socio-economic and educational backgrounds. Listens to others and is open minded to suggestions from others. Is responsive and proactive in communications.

## Compensation & Benefits:

- Salary Range \$45,000 to \$55,000 (Commensurate with Experience and Qualifications)
- Paid Health Benefits & Life Insurance after 30 Days & 401K Match at 1 Year Anniversary
- 8 Paid Holidays & 15 Paid Time Off Days
- Opportunity for paid Professional Development.

## Qualifications:

- Bachelor's Degree in community/urban planning, urban design, architecture, landscape architecture or a closely related field;
- Preferred: A masters' degree in urban planning and AICP or AICP candidate certification;
- 2 Years' experience in a planning capacity
- Demonstrable experience in land use planning, urban design, municipal planning/zoning,
- Demonstrated experience with industry software applications (ArcGIS, Adobe Creative Suite, AutoCAD, etc.) and the ability to produce attractive maps, graphics, and documents

## **Work Hours:**

- Typically, 8 AM – 5 PM, Monday through Friday
- Some Weekend and additional hours required for events, including Thanksgiving Week for Christmas Tree Lighting and Monthly Art Walk
- Communication May Be Required for Evenings or Weekends

## **About The Corpus Christi Downtown Management District**

The Corpus Christi Downtown Management District (DMD), established in 1993, is a professional Downtown Management District representing property owners and stakeholders within the area bounded by Kinney Street to I-37, and Lower Broadway to the Corpus Christi Marina L and T-Heads. In 2013, the property owners voted to renew the district through 2023. In 2015, DMD led stakeholders through a branding process naming this destination as the Marina Arts District while retaining DMD to refer to the organization and the programs and services we provide. In 2016, the DMD contracted to support Downtown Tax Increment Reinvestment Zone and manage incentives for the Greater Downtown Area.

## **Mission Statement**

Our mission is to create a successful, vibrant bayfront and seaside District, rebranded as the Marina Arts District and positively impact the greater Downtown area by proactively and strategically working with our partners to:

- Provide enhanced cleaning, beautification, and safety services.
- Develop and Improve the District.
- Market and Promote the District.
- Build and Manage an Effective Organization.

## **Vision Statement**

A sparkling Marina Arts District and Greater Downtown area anchored by a beautiful bay front and marina, leading corporations, premier restaurants, hotels and cultural venues, exciting cultural events and festivals, growing residential population and a thriving arts, live music and entertainment scene which attract thousands to visit, live, work, and play.

## **Our Team**

Alyssa Barrera Mason, Executive Director  
Erica Tamez, Executive Assistant & Special Project Coordinator  
Alan Albin, Finance & Administration Manager  
Jason Alaniz, Economic Development Manager  
VACANT, Public Relations & Programming Manager  
Savannah Garza, Branding & Social Media Coordinator  
VACANT, Planning & Urban Design Manager  
Eric Jaramillo, Operations Clean Team Manager

