

APPLICATION INSTRUCTIONS

The Hidalgo County Regional Mobility Authority (HCRMA) is accepting applications for the position of Executive Director.

To be considered, applicants must submit a complete application packet that includes:

1. A cover letter
2. A resume detailing transportation and leadership experience
3. A completed job application form
4. Three (3) professional references

Application packets should be emailed to **apply@hcrma.net**. Only complete submissions will be reviewed. Applications sent to individual Board of Directors will not be accepted. Finalists will be contacted for interviews.

EXECUTIVE DIRECTOR – JOB DESCRIPTION

Position Summary

The Executive Director serves as the chief executive officer of the Hidalgo County Regional Mobility Authority (HCRMA), responsible for the strategic, financial, and operational leadership of all transportation programs and initiatives. The Director advises and implements policies established by the Board of Directors, ensures compliance with state and federal statutes, oversees consultants and staff, manages financial integrity, and represents the Authority to the public, partner agencies, and governmental bodies.

Reporting & Organizational Structure

Reports directly to the Board of Directors. Supervises administrative and technical staff, including project management, finance, and communications. Coordinates with independent advisors such as bond counsel, financial advisors, GEC, and auditors—who report directly to the Board but collaborate with the Executive Director on project and policy execution.

Key Responsibilities

- 1. Board Governance & Compliance** – Implement Board policies; ensure compliance with Texas Transportation Code, Open Meetings Act, and Public Information Act; maintain official records and filings; and prepare transparent reports.
- 2. Strategy, Planning & Funding** – Lead long-range planning; coordinate with the MPO and TxDOT; develop and execute the Capital Improvement Plan; pursue federal and state funding; and establish measurable performance metrics.
- 3. Program & Project Delivery** – Direct consultants for environmental, right-of-way, design, and construction phases; oversee alternative delivery methods (CM/GC, design-build); maintain cost, schedule, and quality controls.
- 4. Financial Management & Administration** – Prepare and manage annual budgets; oversee fiscal compliance and investments; coordinate financing tools such as TIFIA loans and toll revenues; and ensure proper procurement and auditing.
- 5. Stakeholder & Community Engagement** – Serve as liaison with federal, state, and local partners; represent HCRMA at public meetings; and foster transparency, collaboration, and public trust.
- 6. Leadership & Organizational Development** – Supervise and mentor staff; oversee consultant and vendor performance; and maintain a culture of ethics, accountability, and professional growth.

Ethics & Statutory Compliance

The Executive Director shall complete annual ethics and compliance training, adhere to state financial disclosure requirements, and maintain written recusal protocols for conflicts of interest involving consultant selection, right-of-way acquisition, and contracting. Must ensure full compliance with records retention and confidentiality of procurement-sensitive information.

Minimum Qualifications

- Bachelor's degree in Civil Engineering, Public Administration, Business, or related field required; advanced degree (MBA, MPA, or MEng) preferred.
- Texas PE license is preferred but not required if candidate demonstrates extensive transportation delivery experience.
- 10+ years of progressive leadership in transportation infrastructure, including NEPA-to-construction delivery.
- Proven success in intergovernmental coordination, funding acquisition, and public finance.
- Familiarity with TxDOT procedures, federal grants, right-of-way, and procurement laws.
- Valid Texas driver's license required.

Core Competencies

Strategic leadership • Financial stewardship • Project delivery and risk management • Stakeholder communication • Ethics and accountability • Data-driven decision-making.

Must also possess knowledge of principles of transportation program development and management, including the relationship between Federal, State, regional and local transportation planning activities. Ability to direct preparation of complex technical reports, financial reports, budgets, and correspondence; to make sound, educated, independent decisions and use judgment and discretion in applying HCRMA policies, rules and regulations; ability to read, analyze, understand and apply complex legal, financial and/or technical reports, policies, codes, etc.; and the ability to communicate effectively with HCRMA personnel, governmental officials, contractors, consultants and the general public required. Reports directly to HCRMA Board of Directors.

EEO & Accessibility Statement

The Hidalgo County Regional Mobility Authority is an Equal Opportunity Employer committed to a diverse and inclusive workplace. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability, or veteran status. Reasonable accommodation will be made for qualified individuals with disabilities under the ADA.