



Job Posting

October 1, 2024

Job Title: Environmental Planning Program Manager

Reports To: Executive Director

FLSA Status: Exempt

General Description

Performs advanced managerial work related to planning and environmental, project development, and grant management that includes initiatives to support communities in the region. Oversees research and data analysis to support grant funded programs as well as technical assistance and planning at the regional and community level. Identifies issues and funding related to environmental planning at regional and local levels. Works under the direction of the Executive Director with latitude for use of initiative and independent judgement.

Essential duties and functions may include the following:

- Manages all activities of the Environmental Department to include:
 - Regional water resources programs
 - Solid Waste program that supports local projects to promote recycling and proper waste disposal
 - Regional conservation initiatives that provide support and technical assistance to local partners in securing grant funding to support priority projects in the region
 - Resiliency and recovery programs
- Manages program contracts with regional, state and federal funding agencies as well as contract for services with local governments.
- Identifies and analyzes options for funding and collaboration to further regional and community goals related to environmental initiatives to include collaborating with other department heads to identify areas of multifunctional services
- Procures grants, endowments or other revenue sources; ensuring all budgets are in line with State and Federal Guidelines.
- Attend public hearings regarding environmental issues and have working knowledge of local environmental groups

COASTAL BEND

COUNCIL OF GOVERNMENTS

- Manages administrative functions, including personnel, budgeting, contracts, reporting, performance goals and ensures compliance with relevant regulations, rules, policies, and statutes.

General Qualifications

Education: Bachelor's degree for accredited college/university with major coursework in environment, public administration or a related field.

Experience: Minimum 5 years of professional experience in related discipline such as environmental, waste management, water management or equivalent.

Preferred: Professional programmatic experience with state and federal agencies. Experience that demonstrates an ability to communicate with local elected officials and the general public.

Knowledge

- Strong verbal and written communication skills as well as computer skills using MS Office
- Familiarity with grants for local governments
- Management of data and mapping resources to support regional planning functions
- Grant applications and management with local governments for project implementation.

Skills and Abilities

- General management functions
- Coordination and facilitation of organizational initiatives
- Written and oral communications
- Computer software functions

Other Requirements

Dependable transportation for travel within the Coastal Bend Region, valid driver's license and proof of vehicle insurance as required by the State of Texas.

Position is open until filled

Annual Salary Range \$62,000 - \$85,000

Please send resume and cover letter to emily@coastalbendcoq.org