



Coastal Bend Council of Governments  
Job Description

**CBCOG Title:** Clean Coast Texas Program Liaison  
**Department:** Economic Development  
**Reports to:** CBCOG Director of Planning and Economic Development  
**Directs:** None  
**Dimensions:** Full Time

**Summary:**

Fulfill contract deliverables to support Clean Coast Texas Grant awarded to TAMUCC.

**Duties:**

- Meet metrics and deliverables outlined in the Interlocal Agreement between the Harte Research Institute at Texas A&M Corpus Christi (HRI) and CBCOG.
- Procure Engineering Services to complete comprehensive facility assessments of Wastewater Treatment Facilities in the Coastal Bend of Texas to determine and prioritize process and equipment needs.
- Coordinate meetings of stakeholders, including setting agenda, providing materials, and producing minutes
- Ensure CBCOG Website is up to date with meeting agendas and minutes
- Write and submit grant and loan applications for wastewater treatment plant upgrades and water quality improvement.
- Meet quarterly with City and/or County leaders, Engineers and interested parties to ensure programming meets community needs.
- Collaborate with organizations involved in water quality planning and other programs to enhance outcomes through partnerships, streamline efforts, and reduce duplication.
- Participate in regular meetings of the Coastal Bend Alliance for Sustainable Stormwater
- Prepare financial and performance reports for Management
- Participate in Disaster planning and prevention programs, including Hurricane Conferences
- Budget Management to ensure all expenditures are on track
- Program Management to ensure all deliverables are met
- Other projects or duties as assigned from Management

**Experience**

- Bachelor's degree in related fields (Environmental Science, Public Administration, Political Science, Engineering or related); or equivalent experience in program management, grant management or other role with responsible experience. Environmental experience is preferred but not required



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**Knowledge, Skills and abilities**

- Ability to write Grants, Proposals and other funding instruments
- Ability to engage with communities and travel locally as needed
- Ability to read and create budgets
- Ability to create and administer procurement instruments such as RFQs
- Ability to track expenditures of grant funds in both administration and programs
- Knowledge of word processing, Excel/spreadsheets and other similar office-based products
- General knowledge of Texas Commission on Environmental Quality (TCEQ) licensing and training requirements

**Salary: \$75,000.00**

**Employer paid health insurance to include vision and dental coverage**

**Retirement 2:1**

**Vacation**

**Sick leave**

**11 Paid Holidays**

Coastal Bend Council of Governments is an equal opportunity employer.