



COASTAL BEND COUNCIL OF GOVERNMENTS

Environmental Planning Program Manager

Full-time/Salary & Benefits

Salary Range: \$65,000 to \$85,000

CBCOG is seeking a collaborative, experienced professional to serve as the **Environmental Planning Program Manager**. This position performs advanced managerial work related to planning and environmental, project development, and grant management, supporting initiatives that benefit communities throughout the Coastal Bend. The Program Manager oversees research and data analysis, grant-funded programs, technical assistance, and planning at the regional and community level.

Key Responsibilities

This position manages the activities of the Environmental Department and works under the direction of the Executive Director with latitude for use of initiative and independent judgment. The Environmental Planning Program Manager identifies issues and funding opportunities related to environmental planning and coordinates with local governments, regional partners, and other department heads to advance regional and community goals.

- Manage all activities of the Environmental Department, including regional water resources programs.
- Manage the Solid Waste program that supports local projects to promote recycling and proper waste disposal.
- Manage regional conservation initiatives that provide support and technical assistance to local partners in securing grant funding to support priority projects in the region.
- Manage resiliency and recovery programs.
- Manage program contracts with regional, state, and federal funding agencies, as well as contracts for services with local governments.
- Identify and analyze options for funding and collaboration to further regional and community goals related to environmental initiatives, including collaborating with other department heads to identify areas of multifunctional services.
- Procure grants, endowments, or other revenue sources, ensuring all budgets are in line with State and Federal Guidelines.
- Attend public hearings regarding environmental issues and maintain a working knowledge of local environmental groups.
- Manage administrative functions, including personnel, budgeting, contracts, reporting, and performance goals, and ensure compliance with relevant regulations, rules, policies, and statutes.

Qualifications

A comparable combination of education and progressively responsible experience may be considered in lieu of the stated requirements.

- 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.



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- General management functions.
- Coordination and facilitation of organizational initiatives.
- Written and oral communications.
- Computer software functions.
- **Education:** Bachelor's degree from an accredited college/university with major coursework in environment, public administration, or a related field.
- **Experience:** Minimum five (5) years of professional experience.
- **Preferred:** Professional programmatic experience with state and federal agencies.
- **Preferred:** Experience that demonstrates an ability to communicate with local elected officials and the general public.

Physical 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.

Benefits

CBCOG offers a competitive benefits package that supports your health, financial well-being, and work-life balance, which may include:

- Medical, dental, and vision insurance options
- Retirement plan participation
- Paid vacation, sick leave, and holidays
- Employer-paid and voluntary life insurance options
- Professional development and training opportunities

How to Apply

Submit a cover letter and resume to:

jobs@coastalbendcog.org

About CBCOG

The **Coastal Bend Council of Governments (CBCOG)** is a regional planning organization that promotes collaboration among local governments across the Coastal Bend. Through regional planning, technical assistance, and cooperative programs, CBCOG supports initiatives that strengthen public safety, emergency communications, transportation, community development, and quality of life throughout the region.

The **CBCOG Environmental Planning Department** supports regional solid waste management and water quality initiatives throughout the Coastal Bend. The department administers TCEQ Solid Waste Grant Program funding for local projects such as recycling, community cleanups, environmental enforcement training, litter abatement, and closed landfill inventories. It also participates in the TCEQ 604(b) program, providing education and outreach to promote non-point source pollution prevention through initiatives such as the "Think Blue South Texas" campaign, which focuses on stormwater pollution, pet waste, and protecting local waterways.