

TRAVIS COUNTY, TEXAS

# Environmental Program Manager



Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Environmental Program Manager position. ***This position is eligible for a remote/hybrid work schedule!***



## Job Summary

This is an exciting role within the Transportation and Natural Resources (TNR) department for an experienced leader to manage, plan, organize and supervise the Environmental Quality Program as well as staff and project teams engaged in developing and carrying out programs and projects related to environmental protection including air quality, solid waste, environmental regulation and compliance, and storm water management on a county-wide basis. The preferred candidate will collaborate and coordinate with other departments, local, state, and federal agencies and public stakeholders. The position will advise department management and the Commissioners Court on environmental quality matters.

Candidates shall have experience with all aspects of environmental quality programs and demonstrated skill in project and program management. The preferred

candidate will have verifiable experience managing environmental regulation and compliance programs as well as developing and implementing environmental rules and technical standards. The incumbent will be proficient in budget management, have outstanding written and communication skills, and the ability to create collaborative relationships with public officials, representatives of public agencies and Travis County residents.

## Environmental Program Summary

The Sustainability Program's role is to keep the county in compliance with federal and state solid waste management laws, most notably the Resource Conservation and Recovery Act (RCRA). The Program manages all solid waste that is not landfilled, rather recycled or managed as hazardous waste for all county operations. Oversight of the operational Climate Action Plan as well as compilation of the annual greenhouse gas inventory and Sustainability Report are key focus areas for this program.

The Environmental Resiliency Program develops and maintains a greenhouse gas inventory and the Climate Action Plan for the Travis County community. Program staff educate the public on preparation for the impacts of major environmental shifts and disruptions including ways people can reduce their carbon footprint.

The Stormwater Program is responsible for compliance with the County's Texas Commission on Environmental Quality MS4 Stormwater Permit under the Texas Pollutant and Discharge and Elimination System Program. Staff provide expertise and program support regarding environmental compliance, policy and technical matters and surface resource protection programs. This includes development plan review and inspections for compliance.

Recently added to the EQ Program is a Water Quality Program that aims to gather data on the water quality parameters of streams within Travis County and address TMDL concerns in 303(d) listed streams.

The Air Quality Program encompasses initiatives to reduce the County's adverse operational impacts on air quality and educate County employees and the public on sustainable transportation options. Chief among these initiatives is the Commute Connections Program, Ozone Alert Day announcements, electric vehicle charging station placement and educational resources. Travis County is a member of Clean Air Coalition, a voluntary association of organizations that supports regional efforts for improvement of air quality in the Austin-Round Rock Metropolitan Statistical Area.





### **What additional responsibilities will you be expected to do in this role?**

- Directs planning, development and implementation of policies and programs to ensure compliance with local, state and federal environmental laws and regulations on a countywide basis. Reports to and provides recommendations to Environmental Officer and Commissioners Court on environmental policy matters. Represents the County before Federal, State and Local regulatory agencies.
- Oversees and conducts research, consultation and provides reports to Commissioners Court in response to queries from constituents and Commissioners Court members regarding current and prospective natural resources issues, program activities and plans.
- Manages, directs and supervises work and activities of professional and technical staff which includes recruiting, hiring, training, work distribution, coaching, performance management, performance reviews and discipline.
- Directs and implements civil environmental enforcement program. Oversees creation and maintenance of database for enforcement activities and coordinates with other departments and agencies with similar missions.
- Directs and implements sustainability, resiliency, stormwater, air and water quality program elements. Assists in drafting of policy and code and oversees adherence to existing regulations and policy of the Commissioners Court in these technical areas which includes inter-agency responsibilities embodied in interlocal agreements.
- Directs and oversees grant applications. Directs the planning, scoping, scheduling and budgeting of natural resources protection and enhancement projects. Oversees planning, review and approval of environmental protection and enhancement projects, including the environmental components of engineering plans. Requests for proposals and contract administration for approved projects.
- Reviews or directs the review of environmental remediation and enhancement plans to ensure compliance with County and other environmental standards.
- Acts as a liaison with Federal and State authorities and other local political subdivisions to ensure coordination in the protection of natural resources.
- Performs administrative duties related to the program, such as preparing or assisting in preparation of reports and correspondence, annual work plan, program budget, status reports.
- Serves as a liaison with and represents the County to advisory groups and local agencies, community and neighborhood groups, boards and commissions, professional associations, and private companies. Assists in monitoring emerging environmental policy at State and Federal levels and initiatives related to environmental policy and regulatory issues. Consults and coordinates with representatives of regulatory agencies, special interest groups, the public, or department personnel on environmental issues. Responds to difficult citizen inquires and complaints.
- Prepares and makes presentations related to environmental regulations, policies, procedures, projects, and programs. Answers inquiries concerning environmental related issues from a broad spectrum of individuals and groups.



In addition, the ideal candidate will have the ability to successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an, efficient, and quality manner. The ideal candidate...

- Has strong customer service skills
- Has experience reviewing the work of others
- Is an effective communicator
- Is a relationship builder
- Is results-oriented
- Is timely
- Is collaborative
- Is objective
- Is resilient

### **Minimum Qualifications**

Bachelor's degree in Natural Resources, Environmental Science, Environmental Engineering or a directly related field and five (5) years of experience in natural resources or environmental analysis and grant management, including both program development, implementation, and grant administration, including two (2) years of mid- to senior level supervisory or management experience. A Master's Degree and demonstrated successful experience in a variety of environmental quality program areas are preferred. The County will also consider any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.





## Compensation and Benefits

The approved salary range for this position is **\$80,000 - \$100,000**, and is commensurate with the qualifications and experience of the selected candidate. Travis County offers a full array of health and welfare benefits, including medical, dental, vision, life, and disability insurance, as well as an onsite health clinic available at no cost to employees and dependents enrolled in Travis County health insurance. The County also offers a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8-year vesting schedule. Travis County now provides 12 weeks of Paid Parental Leave! ***This position is eligible for a remote/hybrid work schedule! Travis County prides itself on offering opportunities of advancement for current employees as well.***

For more information on employee benefits, visit the County's benefits page:  
<https://www.traviscountytexas.gov/human-resources/jobs/benefits>.

## Application Process

**The Final Filing date is Friday, March 1, 2024** To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held.

To apply visit: <https://www.cpshr.us/recruitment/2291>

For additional information about this position please contact:

### KYLIE WILSON

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Resumes will be reviewed by the consultant and sent to the County for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the County. A comprehensive reference and background check will be performed on final candidate.