



Deep East Texas Council of Governments
& Economic Development District

Job Posting

Regional Services Program Manager

December 10, 2024

POSITION: REGIONAL SERVICES PROGRAM MANAGER

DEPARTMENT: REGIONAL SERVICES

REPORTS TO: REGIONAL SERVICES DIRECTOR

STATUS: FULL-TIME, NON-EXEMPT

BASIC FUNCTION:

- Assist the Regional Services Director in management and delivery of programs and services in the areas of Community and Economic Development, Disaster Recovery and Mitigation, Transportation and Transit, and Solid Waste Planning. This includes assisting local governments and working with federal, state, and private funding partners to identify needs, develop strategies and funding applications to address those needs, and administer awarded grants.

DUTIES AND RESPONSIBILITIES:

- Assist in the management of DETCOG programs and delivery of services related to Community and Economic Development, Disaster Recovery and Mitigation, Transportation and Transit, and Solid Waste Planning.
- Write and administer grants from various funding agencies to support the work of DETCOG and its member local governments. Current funding agencies include the US Economic Development Administration (EDA), the Texas General Land Office (GLO), the Texas Department of Transportation (TxDOT), the Texas Department of Agriculture (TDA), and the Texas Commission on Environmental Quality (TCEQ).
- Seek out new funding opportunities from the above-named agencies as well as other public and private funding sources to enhance services to the region.
- Collaborate with local government leaders, business and community leaders, and other partner organizations to provide stakeholder input and assist with regional planning.
- Assist DETCOG member governments with the application process and administration of EDA grants.
- Provide technical assistance to DETCOG member governments for grant applications for CDBG Community Development grants awarded through the Texas Department of Agriculture.
- Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

- Ability to plan and organize program activities.
- Ability to implement and administer grant programs in compliance with guidelines established by the funding agencies.
- Ability to analyze data and prepare reports documenting activities performed and results achieved.

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- Ability to establish and maintain effective working relationships with local, state and federal agencies, elected and appointed officials, and community partner organizations.
- Excellent and effective oral and written communications skills.
- Excellent analytical and critical thinking skills.
- Successful experience in grant writing and/or grant administration is a plus.
- Prior experience dealing with other government agencies and/or elected and appointed officials is a plus.

EDUCATIONAL REQUIREMENTS:

- Any combination of education, including degrees or certifications, and/or professional work experience which provides the required knowledge, skills, and abilities.
- Bachelor's degree with at least three years of professional work experience is preferred.
- Minimum of eight years of progressively responsible professional work experience may substitute for degree requirement.

ADDITIONAL REQUIREMENTS:

- Valid driver's license, proper vehicle insurance and use of vehicle to travel throughout the region.
- Flexibility in work schedule as this position will require participation in occasional afterhours events.

SALARY AND BENEFITS: Negotiable, depending on experience. This position is equivalent to Program Supervisor I in the State of Texas job classification system with an annual salary range of \$42,976 to \$64,469. DETCOG offers a competitive benefits package including health insurance, life insurance, retirement plan, and other benefits.

SPECIAL CONDITIONS OF EMPLOYMENT:

- DETCOG is an at-will employer.

APPLICATION PROCEDURE:

Submit completed application and resume to the DETCOG Human Resource Director by the following method:

- Email to: lsargent@detcog.gov

APPLICATION DEADLINE:

This position is open until filled. Applications should be submitted as soon as possible.

DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER