

Permian Basin Regional Planning Commission

Notice of Job Opportunity

The Permian Basin Regional Planning Commission is accepting resumes for the position described below:

Job Title: REGIONAL SERVICES PROJECT MANAGER

General Description: Performs routine project management work under the direction of the Director of Regional Services. Is engaged in daily activities associated with environmental, economic and community development, and other grant projects. Work involves assisting in the coordination and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. Works with limited latitude for the use of initiative and independent judgment.

General Qualifications:

Experience and Education:

Experience in general public service experience preferred. Graduation from an accredited four-year college or university with major course work to assignment is generally preferred. Or, project assistance, management or supervisory experience and education may be substituted for one another.

Knowledge, Skills and Abilities:

- Knowledge of project management practices applicable to limited-scope projects; of systems and procedures used to evaluate a third-party vendor's performance, and of local, state, and federal laws and regulations relevant to the administration of the project undertaken.
- Proven skill in project management, monitoring and in the operation of computers and applicable software.
- Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitations skills, to identify project risks, to prepare reports and charts, to communicate effectively, and to coordinate the work of others.

Examples of Work Performed:

- Assists in developing special project budgets, schedules, work plans, resources requirements and cost estimates and projections for programs implemented by the Regional Services Department; including Texas Commission on Environmental Quality Solid Waste Program; U.S. Department of Transportation Pipeline Safety Awareness project, and other grants implemented.
- Assists in completing required program performance and financial reporting to funding agencies. Remain compliant with requirements for contracting, purchasing and records maintenance for each project.
- Assists in coordinating project activities with other state agencies, local governmental jurisdictions, or private sector partners and contractors. Maintain relationships and coordinate program services with PBRPC jurisdictions and municipal and county officials, to ensure cooperation and program results. Cooperate with Keep Texas Beautiful affiliates in implementing regional initiatives.
- Assist in monitoring project expenditures for the Regional Services Department.

- Prepares and reviews operational and special reports. Assists in completing project performance reports and financial reports, and distributes to appropriate agency, according to agency requirements.
- Monitors individual project performance as requested by the supervisor, to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications.
- Attend in-region and out of region meetings, conferences to ensure program development and continuous improvement methods, as well as staff capacity and current knowledge.
- Assembles, organizes and tabulates data for the department.
- Coordinate with the Regional Services Director to represent the PBRPC in regional committees addressing Regional Services Department initiatives.
- Perform outreach activities throughout the region to promote activities for programs administered by the Regional Services department as needed.
- Conducts associated administrative work, including scheduling meetings and related work, as necessary on a daily basis. Maintains file records, electronic records, manages supplies, equipment for assigned program area.

Certificates and Licenses Required:

Texas driver's license and available means of transportation to fulfill job responsibilities.

Closing Date: Until filled

Please submit resume to:

**Personnel Department
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