

Williamson County Job Description



Department/Office: Parks

Job Title: Environmental Program Director

FLSA: E

Pay Grade:

Effective Date:

JOB SUMMARY

Reporting directly to the Parks Director, with additional reporting to Williamson County Conservation Foundation (WCCF) Board, responsible for planning, directing, and administering the daily operations of the County's 501(c)3 corporation, WCCF. Manages and provides for operation, maintenance and monitoring, land acquisition and environmental compliance of Williamson County preserves, open space, and habitat conservation areas under the County's Regional Habitat Conservation Plan (RHCP) and the corresponding incidental take permit. Performs other such duties as may be assigned related to environmental compliance, regional conservation, and air quality programs.

EXAMPLES OF WORK PERFORMED

- Coordinates and administers Williamson County's 501(c)3 corporation and serves as the WCCF Chief Operating Officer
- Serves as subject matter expert by advising Elected and Appointed Officials, department heads, county staff, the public, and consultants on matters relevant to programs and projects
- Provides technical analysis for programs or projects
- Manages or participates in regional conservation and air quality programs
- Directs and supervises staff and provides continual feedback, evaluations, and training; conducts/assists staff job performance evaluations, and orients/trains staff on WCCF and related environmental issues
- Provides leadership to program staff and assigns work to staff while managing program and project priorities, deadlines, and assignment schedules
- Reviews applications (including geological assessments and biological surveys) to the WCCF and issuance and signing of Determination Letters regarding participation under the RHCP; negotiates with private and public entities on participation terms and conditions and contracts related to Participation under the Permit; prepares and signs correspondence related to on-going operations
- Manages grant funding and pursue grants as applicable (land acquisition, research, etc.)
- Manages website content to ensure accuracy and relevance
- Manages Adaptive Management Committee and responsible for oversight of implementation of Habitat Conservation Plan Management Plan
- Assists in annual reporting with biological consultants
- Serves as principle investigator and project manager of research projects related to the listed species of the RHCP
- Serves as the County's/WCCF's contact for environmental inquiries regarding the Endangered Species Act (ESA); responds to inquiries related to environmental compliance under ESA
- Prepares and presents negotiated Participation Agreements to WCCF officers, or, if appropriate, to County Commissioners, for acceptance (Certificates of inclusion/ 2nd party take)
- Provides management of the County's preserve and open space areas to meet standards and protocols of the ESA and the U.S. Fish and Wildlife Service (USFWS)
- Manages land acquisitions to include negotiating terms and conditions and reviewing recommendations; provides technical analysis on open space/preserve/conservation bank acquisitions

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- Performs project management of various tasks (i.e., RHCP amendment process, policy comment letters, policies, and procedure writing)
- Coordinates with counsel and county financial managers on acquisition, asset management accounting, and WCCF fund management
- Monitors professional services contracts and evaluates performance; engagement of professional service providers (biological, geological, legal, etc.) to meet goals of the RHCP
- Communicates with WCCF Board on activities, challenges, and opportunities for enhanced services
- Manages the WCCF budget; reviews and authorizes budget expenditures for program projects
- Maintains Leave No Trace educational outreach program to meet guidelines of USFWS for public access to preserves
- Coordinates and prepares for bi-monthly WCCF Board meetings
- Prepares monthly budget and activity reporting related to various organizations
- Participates in public outreach and training related to RHCP
- Builds and manages participant tract database including land areas, recharge features, caves, springs, and pertinent biological survey data
- Conducts endangered species surveys on preserve lands and audits participant environmental due diligence
- Engages in volunteer coordination for land management projects
- Oversees project funds received from Section 7 consultations and other research projects
- Serves, as directed by Commissioners Court, as county representative to local and regional environmental quality boards and commissions, e.g., Clean Air Coalition Advisory Committee
- Develops program cost estimates and monitors expenditures
- Works with Tax Assessor-Collector's office to facilitate and maintain the WCCF tax benefit financing plan
- Works in conjunction with the County's Public Information Office regarding media relations for the WCCF and related program areas
- Provides leadership and coordination to the WCCF annual Texas Conservation Symposium; works with Southwestern University and other university and agency contacts to plan and develop the annual Symposium program and coordinate donation funding
- Participates in activities and provides leadership and support to member organizations, as directed; especially, National Habitat Conservation Plan Coalition
- Works with the County Treasurer to invest WCCF Funds appropriately
- Works with Williamson County Road Bond Program to facilitate permitting and plan incidental take needs through projects near term and long term
- Attends regularly scheduled meetings with various organizations such as Capital Area Council of Governments (CAPCOG), Texas Parks and Wildlife, and Texas Department of Transportation
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Parks Director
- Direct Reports – Yes

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PHYSICAL DEMANDS

- Position involves frequent sitting, standing, walking, climbing, bending, heavy lifting, and operating equipment weather
- Position involves safely operating a motor vehicle

ENVIRONMENTAL FACTORS

- Indoor and outdoor work in all environments, including inclement weather
- Regular travel between work sites as required

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Bachelor's degree in natural sciences, public administration, parks and recreation, agriculture and life sciences, public relations or a related field OR an equivalent combination of education and experience AND three (3) years of experience with habitat conservation/environmental plans
- Five (5) years of program management experience including budgetary/finance responsibilities
- Three (3) years of supervisory experience
- Prior experience public speaking and presenting, and working with state regulatory agencies, professional service providers, and/or contractors

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid driver's license

PREFERRED QUALIFICATIONS

- Bachelor's degree in Natural Sciences, Business or Finance
- Knowledge of the Endangered Species Act
- Leave No Trace Master Educator Training

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: No
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

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IRREGULAR HOURS

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

SUPPLEMENTAL INFORMATION

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.



WILLIAMSON
COUNTY
1848

Effective Date:

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