

## JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

<u>Position:</u>	Air Quality Planner or Sr. Air Quality Planner	<u>Position #:</u>	TR07033
<u>Department:</u>	Transportation	<u>Reports to:</u>	Program Manager

Summary of Position: Performs planning and research work. Work involves developing local, regional, or state plans or programs; developing procedures for implementing plans or programs; and developing procedures for measuring progress made on operational plans or programs. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### Examples of Work:

1. Research and evaluate, in conjunction with EPA, TCEQ, TxDOT and FHWA, cost, and availability.
2. Record keeping and reporting requirements for use in program enforcement and emission benefit calculations to satisfy State and Federal requirements.
3. Solicit eligible recipients or TMOs for expansion of Commute Solutions and vanpool activities.
4. Solicit eligible public fleets for CMAQ funding.
5. Solicit public and private sources for the acquisition of credits.
6. Provide technical assistance to public and private fleets.
7. Evaluate projects with respect to potential for successful implementation, long term viability, emission reductions versus cost requirements
8. Evaluate financial capability of project applicants to implement air quality emission reduction projects
9. Monitor implementation of projects
10. Prepare meeting agendas, meeting notices and meeting minutes.
11. Define Program Goals and Objectives and develop an annual work plan
12. Hold monthly or quarterly committee meetings and stakeholder meetings
13. Pursue funding opportunities (federal, state grants) for continuation of program activities and the acquisition of credits.
14. Develop educational materials and news articles for public outreach.
15. Submit quarterly reports on the status and expansion of Commute Solutions, vanpooling and Clean Vehicles success stories
16. Assist in preparing monthly, quarterly, and/or annual reports to the TxDOT, TCEQ, and/or EPA
17. Conduct surveys of potential stakeholders to join program and commit to participation
18. Work with Clean Air coordinators to develop statewide networks, incentives and air quality strategies

### Minimum Requirements

1. Bachelor's degree required, with emphasis in Environment, Planning, Public Relations, Business Administration, Finance, or Marketing. Master's degree is preferred.
2. Minimum two years of related experience desired.
3. Must have strong analytical, organizational and interpersonal skills, and the ability to motivate and work effectively with others in a team atmosphere.
4. Must have strong communication skills, both oral and written experience in public speaking.
5. Proficient in the use of personal computers in the Windows environment is required.
6. Must have knowledge of transportation alternatives, air quality emission reductions, grant monitoring, administration and coalition-building.
7. Must be fluent in Spanish.

Salary Level: Level 6, Professional II \$41,606 – \$69,987 or Level 7, Professional III \$49,089 - \$76,123 depending on demonstrated skills and experience.

Application Process: Please apply online at [www.h-gac.com/careers](http://www.h-gac.com/careers)

Internal candidates should express interest by contacting the Human Resources Department.