

JLUS Project Manager (AACOG)

Responsible for managing and coordinating complex collaborative projects or activities that require a high degree of specialized knowledge about partnering with local military installations to assist in the implementation of sustainability efforts to ensure continued viability of the local military bases. Conducts research, provides data, makes recommendations, and drafts requests for proposals (RFPs) and implements solutions to achieve project goals and objectives associated with AACOG and JBSA. Supervision of JLUS Coordinator and JLUS GIS Specialist positions. Oversees coordination between divisions/departments throughout duration of projects to include interdepartmental communications relating to process, procedures, and implementation strategies. Prepares and delivers presentations; status reports; coordinates meetings between various regional partners. Assists in preparing and monitoring of annual office budget; provides contract compliance and monitoring of grant financial requirements. Serves as a liaison between AACOG and local military installations and community groups; Serves as Agency representative at conferences and meetings relating to JBSA. Seeks and evaluates information from a variety of sources, and oversight in inventorying and consolidating all area JLUS recommendations to enable a regional approach to implementation. Bachelor Degree, Business, Public Administration, Social Services, or related field required. Supervision of two staff, managing various stakeholder groups and must perform advanced GIS (Geographic Information System) functions. Three (3) to Five (5) years management and supervision experience. **This is a 2-year grant funded position.** This is an exempt position. Valid Texas driver's license and reliable transportation required. AACOG Business hours are 8:00 a.m. - 5:00 PM. M-F. Salary \$59,945.60 annually, open until filled. **Only online electronic applications will be accepted.**

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