



Pikes Peak Area  
Council of Governments  
Communities Working Together

### **JOB DESCRIPTION**

**Military Planning Program Manager**  
**Grade 70 Annual Salary: \$69,330-\$100,546**  
**Open Until March 31, 2021**

Pikes Peak Area Council of Governments (PPACG) will not sponsor applicants for H-1B Work Visas.

To apply for the position, please complete an application and send it to Barb Watson at the address listed below. An application can be found at [www.ppacg.org](http://www.ppacg.org); follow the link for "About Us".

Barb Watson, Human Resources Manager  
Pikes Peak Area Council of Governments  
15 S. 7<sup>th</sup> Street  
Colorado Springs, CO 80905  
EMAIL: [bwatson@ppacg.org](mailto:bwatson@ppacg.org)  
Fax: 719-301-4986

#### **Benefits:**

- Sick Time
- Vacation Time
- Holiday
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term and Long-Term Disability Insurances
- Hospital Indemnity Insurance
- Flexible Spending Account
- Vacation Buy
- Retirement Plan

This is an exempt position with the Pikes Peak Area Council of Governments (PPACG) that is funded through March 31, 2023, with potential for long-term extension beyond this date as funding is made permanent.

The Military Planning Program Manager requires an enthusiastic person with strong organization skills, attention to detail, and the ability to undertake multiple ongoing tasks. This individual will be responsible for continued implementation of Colorado Springs Regional Joint Land Use Study (JLUS) Report recommendations, development of the Military Planning Program, management of the Environmental Planner, and pursuit of new grant funding opportunities. JLUS implementation includes communities and military stakeholders in the Pikes Peak Region consisting of El Paso and Teller Counties within the PPACG boundaries, and Fremont and Pueblo Counties outside of the PPACG boundaries. The JLUS identified regional impacts resulting from development and population growth affecting the five local military installations of Peterson Air Force Base, Fort Carson Army Base, Cheyenne

Mountain Air Force Base, Air Force Academy, and Schriever Air Force Base. This JLUS created a set of recommended actions to insure that various local government agencies have a clear direction on solutions to resolve the problems identified. Communities and military installations are increasing their focus on potential environmental impacts on air quality, water quality, and energy resilience. Therefore, the program is providing a supporting role for communities, utilities, and installations on wildfire, stormwater, and energy resilience issues. This position will manage a federal grant from the Office of Local Defense Communities Cooperation (OLDCC), Department of Defense, and other grants and funding streams related to environmental quality. The Military Planning Program Manager will supervise the Senior Military Planner and the Environmental Planner. This position is expected to conduct budgeting for the department, grant management, and grant writing functions in coordination with the Finance Department and direct supervision by the Executive Director.

**Duties include, but are not limited to:**

- Implement and support implementation by stakeholders of the recommendations within the Colorado Springs Regional Joint Land Use Study (JLUS)
- Coordinate development of the work programs for military planning and environmental planning functions with the Senior Military Planner and Environmental Planner
- Supervise the Senior Military Planner and Environmental Planner
- Perform grant management functions including working with Finance and the Executive Director to manage the program's budget, prepare and submit required periodic grant reports, and manage consultant contracts
- Act as the primary contact for consultant(s) working on program projects and grantor agencies, including the Office of Local Defense Communities Cooperation (OLDCC), Department of Defense, and the State of Colorado
- Develop a permanent funding structure: research grants, review existing structures and other avenues to develop recommendations to acquire funding mechanisms for continuation of the Military Planning Program and funding air quality and water quality initiatives
- Direct, coordinate and support the activities and initiatives of JLUS Implementation Committee; coordinate with appropriate federal agencies, local and state government, the Colorado Congressional delegation, private sector organizations, and non-profits and foundations
- Coordinate with other communities that are also expected to impact or have impacts on the military installations
- Assess the existing levels of intergovernmental and interagency coordination and identify areas where improvement to coordination can be realized and perform actions to improve regional coordination
- Make presentations to various groups in the region and respond to requests for news articles and interviews
- Make recommendations regarding policies or strategies that could be used to streamline infrastructure needs
- Communicate needs to federal, state and local representatives for funding assistance
- Act as a liaison to the citizen committees, local planning advisory committees, and other regional stakeholder groups
- Review and analyze background data; maintain inventory of existing conditions and growth influences to neighboring communities including evaluating PPACG and community stakeholder progress on JLUS recommendations

## **Supervisor**

Executive Director of the Pikes Peak Area Council of Governments

### **Required Education and Experience**

1. Master's Degree in urban and regional planning, public affairs, environmental planning, public administration, or a related field, or
2. Bachelor's Degree in urban and regional planning, public affairs, environmental planning, public administration, or a related field, plus a minimum of two years of progressively responsible experience, or
3. Associate's Degree in transportation planning, urban and regional planning, statistics or a related field, plus a minimum of six years of progressively responsible experience, or
4. High School diploma plus a minimum of eight years of progressively responsible experience in urban and regional planning, public affairs, environmental planning, public administration, or a related field.

This position requires an individual with competence in the principles and practices of urban planning, and demonstrated excellence through oral and written communication in the form of technical papers and professionally developed presentations; ability to analyze complex issues and present results in concise reports and presentations to PPACG staff and others; and ability to communicate effectively with members of the public, elected officials, federal, state, and local agency representatives, PPACG committees, and community organizations.