

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Job Vacancy Notice

Regional Services Program Specialist I

JOB OVERVIEW:

Performs routine project management work under the direction of the Regional Services Director. Is engaged in daily activities associated with economic development, environmental, solid waste, pipeline safety, transportation, and other grant projects. Work also involves supporting program goals and objectives, grant administration and documentation and other supportive assignments as necessary. Works independently with limited supervision, exercising sound judgment and initiative in completing assigned responsibilities.

RESPONSIBILITIES AND DUTIES:

- Assists in maintaining schedules, work plans, budgets, and resource requirements for programs implemented by the Regional Services Department; including the Economic Development Administration, U.S. Department of Transportation, U.S. Department of Agriculture, Texas Commission on Environmental Quality, Texas Department of Transportation, Texas Department of Agriculture and other grants implemented.
- Assists in the research, planning, and writing of grant applications.
- Assists in completing required program performance, including planning, development, implementation, data research and analysis, and documentation of department program activity. Remain compliant with requirement for contracting, purchasing, and records maintenance for each project.
- Assist with the implementation of community awareness and education projects for environmental and pipeline safety initiatives. Attend local events offering opportunity for outreach.
- Perform outreach activities throughout the region to promote activities for programs administered by the Regional Services Department as needed.
- Assists in completing project performance reports and distribution to appropriate agency, according to the agency's requirements. Assist in providing technical assistance of department programs to area served by agency.
- Assists with the review of program area operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.
- Monitors individual project performance as requested by the supervisor, to ensure deliverables are acceptable and fulfill the terms of the project(s) contract or specifications.

- Attend in-region and out of region meetings and conferences, to ensure program development and continuous improvement methods, as well as staff capacity and current knowledge.
- Make public presentations to promote and advocate departmental activities.
- Conduct associated administrative work, including scheduling meetings and related work, as necessary, on a daily basis.
- Performs related work as assigned.

EXPERIENCE AND EDUCATION:

Associate degree from a college or university with experience in public service. Graduation from an accredited four-year college or university with major course work relevant to assignments is generally preferred.

Or:

Related project assistance, management, supervisory experience, and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES:

Prefer knowledge of project management practices applicable to limited-scope projects; of systems and procedures used to evaluate program performance, and of local, state, and federal laws and regulations relevant to the administration of the project undertaken.

Operation of computers and applicable software.

Ability to exercise sound judgement in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skill, to identify project risks, to prepare reports and charts, to communicate effectively, and to coordinate with the work of others.

CERTIFICATES AND LICENCES REQUIRED:

Texas driver's license with available means of transportation. Proof of liability of insurance.

CLOSING DATE:

June 5th, 2026, 5:00pm CST

Please submit completed application (found at pbrpc.org) and resume to:

**Regional Services Department
Permian Basin Regional Planning Commission
2910 La Force Boulevard
P.O. Box 60660**

Salary Group: B17

Class Code: 1570

Midland, Texas 79711-0660

Email: mboler@pbrpc.org

Fax: 432-262-4925

EEO/ADA/LEP