



## Capital Area Council of Governments Job Description

CAPCOG Title: Air Quality Program Manager  
Division: Regional Planning & Services  
Reports to: Director of Regional Planning & Services  
State Title and Salary Grade: Program Supervisor V (B21)  
FLSA Status:  Exempt  Non-Exempt

---

### GENERAL DESCRIPTION

The Air Quality Program Manager position performs highly complex (senior-level) supervisory, administrative, technical, research, consultative, and outreach work to support planning and implementation of the regional Air Quality Program. Work involves analysis, problem-solving, preparation of reports based on data and technical information in support of current and new initiatives, and leading stakeholder and public outreach efforts. May supervise others. This position works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

### ESSENTIAL FUNCTIONS

*Essential duties and functions may include the following. Other related duties may be assigned.*

- Manages vendor contracts for ambient air quality monitoring, outreach, emissions inventory projects, and other projects needed to support the program.
- Performs technical, research, planning, policy, program assessment, and administrative activities related to program assignment.
- Manages air quality grants from TCEQ and local funding that supports the air quality program.
- Serves as primary staff point of contact for CAPCOG's Clean Air Coalition (CAC) and Clean Air Coalition Advisory Committee (CACAC).
- Provides support and collaborates in the planning, development, and implementation of programs.
- Provides consultative services and technical assistance for agency programs.
- Prepares content and materials for outreach and education efforts, including managing Air Central Texas social media and websites to support program goals.
- Performs research in the preparation of administrative reports, studies, and specialized projects.
- Prepares and reviews literature, statutes, rules, and/or policies.
- Analyzes legislation to develop recommendations for policy in programmatic areas relating to the implementation, improvement, and/or expansion or reduction of program funding.
- Serves as a liaison to government agencies, community organizations, or the general public to assist in explaining program specifics and requirements.
- Conducts outreach to increase visibility and awareness of programs to community and professional groups.

### GENERAL QUALIFICATIONS

#### Education and Experience

- Completion of a bachelor's degree or equivalent from an accredited four-year college or university is required with preferred course work in math, statistics, natural sciences, or communications.
- Three years of professional experience conducting similar work is required.
- A master's degree may substitute for experience on a year-for-year basis.
- Experience with ArcGIS and other mapping software is strongly preferred.
- Experience with content management software and systems is preferred.

#### Knowledge, Skills, and Abilities

- Knowledge of math and scientific terminology and principles, and statistical analysis processes.
- Knowledge of research techniques and report preparation.
- Knowledge of air quality and the Clean Air Act.
- Knowledgeable in grant management techniques and principles.
- Skill in written and oral communications.
- Skill in identifying measures or indicators of program performance.
- Skill in operating computers and use of Microsoft Word and Microsoft Excel programs.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to read, speak, and write Spanish is preferred.

### Position Specific Competencies

- Analytic Problem-Solving – Uses a logical approach to make decisions, address problems, and take advantage of opportunities.
- Interpersonal Understanding – Works effectively with colleagues, supervisors, and external customers of all backgrounds and levels.
- Judgment – Demonstrates critical thinking based upon in-depth information gathering, corroborating information, considering others’ input, and ethics.
- Planning, Organizing, and Executing – Shows an ability to think through an issue at a broad level, break it down into smaller parts, bring together the necessary resources, and then implement.
- Regulatory Compliance – Understands regulations and ensures that work complies with regulations.

### Other Requirements

Must maintain a valid Texas driver’s license and have dependable transportation for travel within region with proof of insurance as specified by the State of Texas.

### Physical Requirements

<b>Remain in a stationary position</b> at a desk throughout the workday.	Frequently
<b>Stand and perform tasks</b> throughout the workday. May be stationary for periods of the day.	Seldom
<b>Move about</b> inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
<b>Coordinate precise movements of the fingers</b> in order to use office productivity machinery or perform intricate tasks.	Regularly
<b>Move objects</b> weighing up to designated # of pounds.	Seldom - 35 lbs
<b>Lift objects</b> from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs
<b>Converse with others</b> both in person and over the phone.	Seldom
<b>View details at close range</b> (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
<b>Move body into multiple positions</b> to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
<b>Performs duties in professional office environment.</b>	Frequently
<b>Performs duties while exposed to conditions</b> of heat, cold, humidity, wind and/or rain.	Seldom
<b>Drives</b> a vehicle to perform CAPCOG business.	Seldom

### KEY

Never 0%     Seldom 0-30%     Regularly 30-60%     Frequently 60-90%     Constantly 90-100%

- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day
- Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

- *Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day*
- *Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day*

*I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.*

---

Employee Printed Name, Signature and Date

---

Supervisor Printed Name, Signature and Date