

**Community Development  
Environmental Manager  
Program Manager III**

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Campbell County Website](#)

**Campbell County is seeking a Program Manager for our Environmental Management Section. Campbell County's Environmental Management Program has combined Virginia's Erosion and Sediment Controls laws, and Stormwater Management laws to provide a comprehensive approach to preserve, and protect the quality of water in our streams, rivers, and lakes countywide.**

**Job Description specific duties:**

**Performs with excellence, the following tasks, including but not limited to:**

- Responsible for overseeing local enforcement activities in the areas of erosion & sediment control, biosolids, storm water management, and flood plain management including supervision of employees working in these areas.
- Possess (or obtain) and maintain certification as an E&S/Stormwater Inspector, E&S/Stormwater Plan Reviewer, and E&S/Stormwater Program Administrator or Combined Administrator.
- Possess (or obtain) floodplain manager certification
- Responsible for stormwater management policies including development as well as enforcement.
- Responsible for related environmental planning, including acting as the County's primary liaison with state and federal officials for surface water quality issues such as Total Maximum Daily Load (TMDL) studies and implementation.
- Participate in the Project Evaluation Committee.
- Work closely with the Community Development Director, Building Official, Deputy Director/Zoning & Subdivision Administrator, and other county officials regarding code compliance.
- Responsible for the maintenance and cleanliness of any vehicle either permanently or temporarily assigned for your use
- Plan and develop a schedule to attend re-certification and training classes as appropriate to maintain and enhance skills and abilities within the respective fields (includes self and other employees).
- Other duties as assigned.



## Program Manager

### Salary Band 4

FLSA: Non-Exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: up to 5 employees

#### We Value

Trustworthiness  
Openness  
The Highest Ethics  
Efficient Stewardship  
Knowledge  
Collaboration  
Service  
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

#### **Performs with excellence, the following tasks, including but not limited to:**

- Plans and coordinates operation and administration of overall programs;
- Formulates program goals and objectives in conjunction with leadership; develops programs to implement these objectives;
- Prepares, presents, and interprets budget proposals for approval;
- Recommends allocation of financial, personnel and equipment resources;
- Organizes services and personnel to meet goals and objectives;
- Analyzes sources of revenue, anticipates expenditures and cost of increased services to meet the needs of those using the program;
- May write grant proposals and administers funded grants;
- May recruit, select, train and evaluate performance of volunteers;
- Ability to speak to groups and communicate with the public and clients;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Interviewing, hiring, and training employees; Planning, assigning, and directing work; Appraising performance;
- Addressing complaints and resolving problems.

#### **Qualifications:**

- Two years of college or graduation from a business college.
- Two years of related experience. Desired: One year of supervisory experience.
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

#### **Core Skill Sets:**

- Ability to maintain effective working relationships in order to explain policies and obtain cooperation.
- Ability to keep complete accurate records;
- Ability to communicate clearly in both oral and written form.
- General understanding and ability to utilize the County's adopted software platform.

**Program Manager II**

Pay Band 4

FLSA – Non-exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: Up to 5 employees

In addition to all items above:

- One additional year of related experience
- Bachelor's degree
- Additional education and/or training may be substituted where applicable.
- Desired: Two years of supervisory experience.

**Program Manager III**

Pay Band 4

FLSA – Non-exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: 6-10 employees

In addition to all items above:

- Bachelor's degree. Desired: Master's degree
- One additional year of related experience.
- Additional education and/or training may be substituted where applicable.
- State required certifications for the position
- Desired: One additional year of supervisory experience.
  
- Plans, coordinates and organizes a multi-phased program;
- Directly supervises employees and responsible for work directly and indirectly done by others;
- Chairs, coordinates, or facilitates various teams involved in program implementation;
- Insures program compliance with grant and/or code provisions;
- Represents County on various councils, and committees, at meetings and conferences, and before civic and community groups;
- Prepares program evaluations and justification reports;
- Writes grant proposals, prepares state reports, monitors expenses and provides financial management of service program;
- Keeps informed of issues, trends and legislation related to service program;
  
- Must have intermediate PC skills and advanced working knowledge of Microsoft Office Professional Suite;
- Substantial administrative management skills are also required;
- Must have good, sound judgment, emotional security and maturity and ability to manage multiple tasks and priorities;
- Ability to assess and understand complex problems;
- Ability to travel.