JOIN OUR TEAM

NOW HIRING

STORMWATER OUTREACH ADMINISTRATOR

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated, and detail-oriented candidates for the position of **Stormwater Outreach Administrator**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing planning issues for the region. Situated in the beautiful rolling hills and mountains of western North Carolina, WPCOG is a regional governmental agency owned by the 28 local governments in the region and organized in 1968 to provide long-range planning, technical assistance, and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell, and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into seven departments including: Administration; Area Agency on Aging; Finance; Workforce Development; Community and Economic Development; Community and Regional Planning; and Regional Housing Authority.

COMMUNITY & REGIONAL PLANNING DEPARTMENT:

- The WPCOG Community & Regional Planning Department engages in various types of planning services for local governments and other partners in the Western Piedmont. Those services are organized into four divisions:
- Planning: Community & Regional Planning, Natural Resources & Environmental Planning
- Transportation Planning (d/b/a Greater Hickory MPO)
- Regional Data Center & GIS
- Compliance: Code Enforcement & ADA Services

On a contractual basis, Community & Regional Planning staff provides support to local governments. The department consists of sixteen (16) full-time positions providing a comprehensive set of services.

POSITION:

The **Stormwater Outreach Administrator** aids with professional environmental, water and air quality planning, preservation and enhancement work associated with the Catawba River Basin Water Quality Program for the Greater Hickory Metropolitan area. Work includes providing outreach for the WPCOG's Stormwater Planning and Administration Program, providing Outreach for the MPO's program related to Environmental Justice, as well as air quality issues, applying for and administering grants for water quality issues and providing technical assistance to the local government members. Work requires considerable knowledge of the environmental and watershed protection field and independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment although is exposed to limited field work environment involving site inspections. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients.

QUALIFICATIONS:

- Requires and Associate's or Bachelor's degree in engineering, geography, zoning/code enforcement or other relevant field supplemented by experience related to civil engineering, site construction, or municipal stormwater management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities;
- Valid North Carolina Driver's License;

SALARY & BENEFITS

The starting salary for this position is **$44,684**. New hires are eligible for up to a 5% increase with the successful completion of probationary period.

- We offer **13 hours of remote work per week** (after probationary period has ended).
- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 4.2% of each employee's salary and match 4%, for a possible total of 8.2%, to either the NC 401k or the NC 457.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
  - Life Insurance - $100,000
  - Accidental Death & Dismemberment
  - Dental Insurance - Employee and Family
  - Short-Term and Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
  - NC 457 Plan
  - NC 401(k) Plan
  - Voluntary additional life insurance
- WPCOG provides for the following paid leave options:
  - 12 Paid Holidays Per Year
  - Annual Leave earned on a sliding scale based on years of service (credit for previous government service upon approval)
  - 12 Sick Leave Days Per Year
  - Longevity Pay

APPLICATION PROCESS

This position is open until filled.

Please submit a cover letter, resume, references, and WPCOG application to HR Specialist, Tasmin Mack, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, **tasmin.mack@wpcog.org**. Questions should be directed to Tasmin at (828) 485-4275. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.

Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968