



The Cameron County Drainage District #1, an Equal Opportunity Employer, is accepting applications for the position of:

Assistant Manager and Planning Director

Job Summary and Principal Duties:

Provide regulatory and best practice information to District staff. Take lead role on possible grant applications. Able to fully utilize in-house software systems. Participate as a lead administrative employee.

Duties include but not limited to:

- Attend grant related meetings/conferences/workshops
- Ability to work independently
- Above average working knowledge with computer software systems
- Active participant as committee member during in-house and outside meeting groups and report project progress
- Ability to generate reports
- Able to communicate effectively
- Additional duties as assigned

Applicants must meet the following qualifications:

1. Bachelor's Degree (preferred)
2. Bilingual (preferred)
3. Grant writing experience (preferred)
4. Any applicant conditionally selected for this position will be required to submit to a background check as well as pre-employment drug screening.

How to Apply:

Applications are available at:
Cameron County Drainage District #1
3510 Old Port Isabel Road
Brownsville, Texas 78526
(956) 838-0162