

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
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Fax: (512)239-0111

State Title: Natural Resources Spec V
Functional Title:
Job Posting: 16165
Monthly Salary: \$4598.66
Salary Group: B23
Posting Date: 02/08/2016
Close Date: 02/23/2016
Section/Division: Watermasters Section/ Water Availability Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 10196

Job Description:

Performs and/or oversees advanced or specialized technical work that involves conducting, organizing, and/or coordinating programs and activities related to the Watermaster program for the Water Availability Division of the Texas Commission on Environmental Quality (TCEQ). Assists management with the implementation and oversight of Watermaster program activities to include periodic program evaluation, budget, and policies. Reviews, monitors, and directs the activities for the Texas Watermaster Accounting System (TxWAS). Provides guidance to watermaster staff on the development/maintenance of TxWAS and provides technical assistance on delivery of information to agency staff, regulated entities, and the general public. Plans, oversees, and administers special projects, workgroups, and teams related to Watermaster program activities. Communicates with management and other agency staff; and keeps management informed of developing issues. Responds to management, legislative, and media requests; and provides assistance to the public, responding to inquiries, requests, and/or complaints. Maintains and updates the content on the Watermaster web pages.

Military Occupational Specialty (MOS) Codes: 12T, 72D, 8831, 8E000, and 9S100

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus six years of full-time experience in environmental activities.

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

OR A master's degree from an accredited college or university in the degrees listed above, or related fields (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus five years of the required experience.

OR A doctorate degree from an accredited college or university in engineering, science, environmental science or related fields (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus four years of the required experience.

OR Two years of full-time experience as a Natural Resources Specialist IV at the TCEQ.

Preferred Requirements:

Experience with Oracle databases, Crystal reports, and/or CCEDS application.

Experience responding to legislative or media requests.

Experience with water rights permitting.

Experience with watermaster programs.

Experience writing briefing materials for management review.

Special Requirements:

Moving up to 15 pounds of paper/office supplies.

Traveling up to 15% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer