

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

State Title: Program Supervisor I
Functional Title:
Job Posting: 17042
Monthly Salary: \$3081.33 - \$3815.87
Salary Group: B17
Posting Date: 10/13/2016
Close Date: 10/27/2016
Section/Division: Water Quality Division Support Section/ Water Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0147

Job Description:

Supervises/leads the Customer Information and Assistance Team in providing customer service, data maintenance, and administrative support for the Water Quality Division of the Texas Commission on Environmental Quality (TCEQ). Supervises the daily operation of the outreach, data, and administrative support staff to ensure deadlines are met. Performs personnel management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Assigns work and reviews staff output to ensure it meets quality and time standards, and oversees division support functions, including procurement, inventory, records management, permits processing, coordination with the Office of Chief Clerk (OCC), telephone coverage, and responses to Public Information Requests (PIR). Establishes and maintains a workload tracking and reporting system, and provides output and status reports to management and staff as necessary. Develops guidelines and procedures for customer service, data entry, and administrative programs. Provides assistance to internal and external customers on issues related to the functions of the team. Participates in special projects. Provides assistance to the section managers as necessary.

Military Occupational Specialty (MOS) Codes:

001810, 2605, 2615, 3A100, 0101, 018, 3043, 001815, and 2163

Minimum Qualifications:

Experience in the administration of a program relevant to assignment.

OR Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with major course work in a field relevant to assignment.

Special Requirements:

Moving up to 30 pounds of exhibit equipment and paper.

Traveling up to 20% 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 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