

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
Fax: (512)239-0111

State Title: Mgr IV
Functional Title:
Job Posting: 16147
Monthly Salary: \$5258.66 - \$6493.40
Salary Group: B25
Posting Date: 01/29/2016
Close Date: 02/12/2016
Section/Division: Staff Services Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0546

Job Description:

Manages the Staff Services Section of the Human Resources and Staff Services Division of the Texas Commission on Environmental Quality (TCEQ). Oversees and manages staff resources in support of agency priorities, strategies, and goals. Completes personnel management and staff development functions, including administrative and organizational tasks. Develops and ensures the implementation of property management and maintenance, and copy services within the section and agency programs, in compliance with state, federal, and division policies, requirements, procedures, and priorities. Communicates, coordinates, and provides the processes to program areas. Coordinates with the Texas Facility Commission (TFC), and reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements regarding the Park 35 Complex. Plans and oversees section budgeting activities. Plans and oversees section purchasing and contracting activities.

Military Occupational Specialty (MOS) Codes: LS, 1330, 2819, 310X, 651X, and 751X

Minimum Qualifications:

Experience in the management of a business function, division, or department 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.

Preferred Requirements:

Experience managing support service operations.

Personnel Management experience.

Experience developing and managing an operating budget.

Facility management experience.

Experience coordinating facility management with Texas Facilities Commission.

Special Requirements:

Moving up to 10 pounds of boxes.

Traveling up to 10% 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