

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: 16198
Monthly Salary: \$5258.66 - \$6690.85
Salary Group: B25
Posting Date: 03/21/2016
Close Date: 04/05/2016
Section/Division: Districts Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX
78753
Openings: One(1)
Position #(s): 10166

Job Description:

Manages the Districts Section of the Water Supply Division of the Texas Commission on Environmental Quality (TCEQ). Oversees staff and program activities to ensure section goals and deliverables are met; establishes, monitors and oversees the review of water district applications to assure quality and efficient/timely processing. Develops, maintains and tracks water district application reviews; keeps management informed of progress. Hires, develops and appraises the performance of staff. Develops and monitors the section's budget and contracts; ensures resources are properly allocated. Reviews and evaluates technical records, data, reports and procedural systems for water districts; and provides recommendations to management and/or appropriate staff. Participates in special projects; and advises management on proposed responses and/or recommends solutions to significant and/or time sensitive issues, etc.

Military Occupational Specialty (MOS) Codes: 11171, 20, 3A100, 0101, 018, 2163, 3E6X1, 72D, and 8831

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 with major course work in a field relevant to assignment (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Preferred Requirements:

Experience providing outreach and/or responding to the general public, regulated community, media, and/or other government entities concerning policy and/or technical issues.

Experience in personnel or project management, which includes senior level planning, and/or training and directing the work of staff/supervising others.

Experience testifying, giving presentations to groups of people, or serving as a panelist at workshops/conferences.

Experience working with state and/or federal regulations.

Experience working with a governmental agency's processes and functions.

Experience attending and/or participating in legislative sessions, committee hearings, or subcommittee groups

Experience working with water districts and/or the issuance of bonds for public infrastructure.

Special Requirements:

Moving up to 15 pounds of paper.

Traveling up to 10% of the time.

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