

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Grant Coordinator II  
**Functional Title:**  
**Job Posting:** 16211  
Monthly Salary: \$3763.16  
Salary Group: B20  
Posting Date: 04/01/2016  
Close Date: 04/15/2016  
Section/Division: Water Quality Planning Div Suppt Section/ Water Quality Planning Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 2290

### **Job Description:**

Develops, coordinates, oversees, and administers multiple federal grants for the Water Quality Planning Division of the Texas Commission on Environmental Quality (TCEQ). Oversees grant and reporting activities for the division including communications, summaries, billing, review, reallocation, resolving discrepancies, and reconciliation. Mentors staff regarding grant administration, policies, and procedures. Monitors grant financial activities to include providing status reports and consultation to the program area and management; and assists in the development of related administrative and financial reports. Develops, establishes, documents, and oversees specific division processes, procedures, and guidance related to technical administrative support functions; identifies potential changes needed to processes; and proposes recommendations to improve processes. Serves as the Division's Rule Liaison for rule packages, Total Maximum Daily Load (TMDL) Processes, and Agenda special projects in support of Division Programs. Serves as the primary contact for coordinating requirements relating to program records maintained in the Central File Rooms and Division specified locations. Works closely with the Records Administrator to ensure agency records management policies and procedures are followed in the division to include records retention, storage, access, and destruction.

**Military Occupational Specialty (MOS) Codes:** No Military Equivalent.

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus two years of full time experience in developing, implementing, coordinating, administering, monitoring, and/or planning grant programs.

A graduate degree in public administration, business administration, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) from an accredited college or university may substitute for one year of the required experience.

One year of full-time experience related to examples of work performed may substitute for 30 semester hours of the required education.

### **Preferred Requirements:**

Experience with Grant Management including reporting activities, billings, communications, developing summaries, reviews, funding reallocation, resolving discrepancies, and reconciliation.

Experience with federally funded grants and/or state funded grants.

Experience with the TCEQ's rulemaking process including coordinating the development of rules.

Experience coordinating/setting items for agenda, specifically Special Projects and/or Total Maximum Daily Loads.

**Special Requirements:**

Moving up to 10 pounds of documents.

Traveling up to 5% 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