

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: Program Supervisor VI
Functional Title:
Job Posting: 16221
Monthly Salary: \$4598.66 - \$5068.40
Salary Group: B23
Posting Date: 04/08/2016
Close Date: 04/25/2016
Section/Division: Implementation Grants Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 8954

Job Description:

Supervises the Grant Contract Development Team of the Implementation Grants Section of the Texas Commission on Environmental Quality (TCEQ). Develops and implements policy recommendations for the grant programs of the Texas Emissions Reduction Plan (TERP), which includes coordination with all office management and briefings with executive management and ensuring program guidelines are maintained and approved. Manages the contract development process for the TERP. Manages the daily operations of the Grant Management Team. Completes personnel management functions which include interviewing, hiring and developing staff, and performance management. Oversees the work of staff; reviews and approves contracts, work plans, budgets, and deliverables for the TERP DMS; monitors the implementation of new or enhanced methods or processes of the TERP DMS. Completes human resources management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Responds to requests from legislative staff, executive management, other TCEQ staff, and external customers. Completes special assignments and research, prepares reports, and gives presentations. Completes office reports, LAR Performance Measures, Office Performance Measures, etc.

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.

Preferred Requirements:

Experience in grant implementation programs.

Experience with managing contracts or grants.

Special Requirements:

Moving up to 20 pounds of reports and files.

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