

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087

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State Title: Grant Coordinator III

Functional Title:

Job Posting: 16242

Monthly Salary: \$4301.16 - \$4602.24

Salary Group: B22

Posting Date: 04/28/2016

Close Date: 05/12/2016

Section/Division: Business Support Section/Water Supply Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 7000



Job Description:

Provides technical guidance for the Water Supply Division (WSD) in the development, review, maintenance, and management of grants and other program issues for the Texas Commission on Environmental Quality (TCEQ). Serves as a Technical Specialist in the Public Water System Supervision Program (PWSSP). Oversees the development, management and coordination and performance of grants for the Public Water System Supervision Program (PWSSP) which involves developing work plans, grant budget formulation and monitoring, grant revision development, quality assurance, ensuring deadlines are met, and preparing related reports. Develops and maintains guidance documents and standard operating procedures for PWSSP processes and activities; interprets historical, current, and projected data to identify problems, causes, and areas for which procedural or program changes are indicated for assigned programs within the PWSSP; develops strategies to address required changes including plans and/or new processes, and conducts training for their implementation; reviews technical and administrative processes for efficiency and identifies issues and/or areas of concern. Serves as liaison between programs, offices, divisions, state and federal agencies, and organizations participating in the PWSSP; ensures participants are informed of changes, revisions, or additions to assigned grants; responds to related inquires and/or requests; and attends meetings with participants and others as necessary. Serves as representative on committees, workgroups and teams related to PWSS issues and operations. Provides assistance and serves as the backup to the division budget liaison; assists management with determining funding and funding sources for PWSSP activities; provides technical consultation specific to budget items related to PWSSP, and provides input to and/or develops legislative appropriation requests, additional funding requests, and exceptional item requests; and assists with developing, managing and monitoring the division's budget. Reviews comprehensive technical records and reports that present and interpret data, identifies alternatives, and makes and justifies recommendations based on that review. Advises management on PWSSP issues, identifies priorities and defining scope, purpose, objectives, time frames, and resource requirements. Participates in and may lead quality assurance and control of activities for the PWSSP including audits and risk assessments, and evaluating compliance of PWSSP participants and contractors with state and federal rules and regulations, contract and/or grant documents, and/or agency policies and procedures. Assists with the development, management and procurement of contracts which involves reviewing deliverables to evaluate compliance; monitoring contractor performance; ensuring deadlines are met and commitments and deliverables are on schedule; and promoting effective use of state and federal resources. Serves as liaison with agency Procurement and Contract (P&C) staff and the Office of Legal Services (OLS) regarding grant, contract and procurement matters. Evaluates PWSSP functions and activities to determine if additional contracts are needed, and makes recommendations for management's consideration. Performs special projects and tasks to facilitate accomplishment of PWSSP and division goals and timelines. Develops, oversees and/or assists with the development of PWSSP goals, objectives and legislative commitments; mentors and provides training to staff regarding PWSSP and/or administrative processes. Provides technical guidance, support and/or project management for special projects; and assists with media responses and special requests from legislators.

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 three years of full time experience in developing, implementing, coordinating, administering, monitoring, and/or planning grant programs.

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

OR A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus five years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

OR A graduate degree in public administration, business administration, environmental resource management, planning, or in an area relevant to the position from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for one year of the required experience.

Preferred Requirements:

Bachelors or higher degree from an accredited college or university with a major in engineering, science, geography, mathematics, or environmental science.

Experience interpreting rules, regulations, policies, or procedures; and/or in ensuring compliance with environmental regulations.

Experience managing projects.

Experience developing grants or contracts: to include priorities, work plans, reports, budgets; and/or SOP/guidance documents.

Experience managing/overseeing grants for TCEQ, governmental agency or similar organization.

Experience participating in or conducting quality assurance reviews and/or audits.

Experience preparing and reviewing reports, presentations and/or correspondence for technical or non-technical audiences.

Experience presenting or providing training on technical and/or non-technical information.

Special Requirements:

Moving up to 10 pounds of equipment or boxes of 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