

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

State Title: **Web Administrator I**

Functional Title:

Job Posting: **16323**

Monthly Salary: \$3293.41

Salary Group: B18

Posting Date: 07/15/2016

Close Date: 07/29/2016

Section/Division: Legal-General Law Admin. Section/ Legal-General Law Division

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

Openings: One(1)

Position #(s): 1523

Job Description:

Provides technical support for web development and maintenance for the Office of Legal Services (OLS) of the Texas Commission on Environmental Quality (TCEQ). Develops and maintains the OLS website and web pages using SharePoint software. Analyzes the layout of internet/intranet web pages for efficiency and effectiveness. Designs and implements new or revised methods that effectively meet the needs of the agency. Responds to computer-related requests for assistance, ensures new employees have appropriate equipment, and maintains computer inventory. Assists in setting up equipment for employee use and performing or ensuring proper installation of cables, operating systems, or appropriate software. Recommends and/or provides implementation plans for specialized data reports, develops materials, and provides training to staff involved in updating data systems within OLS. Analyzes new and existing software programs, and assist users in the design, development and maintenance of various computer applications. Completes and/or participates in special projects. Communicates and coordinates with Information Resources Division (IRD) regarding modifications, maintenance, and improvements to data systems. Serves as the lead internet developer for OLS, attends agency meetings regarding software and agency web standards, and trains, coordinates, and assures functional back-up assistance.

Military Occupational Specialty (MOS) Codes:

25B, 255A, IT, 181X-RL,182X-RL, 642X-LDO, 644X-LDO, 742X-CWO,744X-CWO, 340, PA, 26, 030, C4I11, ISM, 4612, 3DoX2, and 3DoX4

Minimum Qualifications:

Webmaster Certification

OR Two years of full time experience in web design, web development, or web programming/coding.

OR A bachelor's degree with 12 semester hours in computer science, web design, web development, or web programming/coding from an accredited college or university(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) , plus one year of full-time experience in web design, web development, or web programming/coding.

OR Completion of 30 semester hours (600 clock hours) in computer science, web design, web development, or web programming/coding from a licensed vocational, technical, business, or accredited college, plus one year of full-time experience in web design, web development, or web programming/coding.

Special Requirements:

Moving up to 15 pounds of notebooks and paper.

Traveling up to 5% 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 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