

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

State Title: **Manager V**
Functional Title:
Job Posting: **17012**
Monthly Salary: \$5784.58 - \$7044.90
Salary Group: B26
Posting Date: 09/12/2016
Close Date: 09/26/2016
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): 3631

Job Description:

Manages the Monitoring and Assessment Section of the Water Quality Planning Division within the Texas Commission on Environmental Quality (TCEQ). Manages staff activities and projects, including water quality monitoring, data management, data quality assessment, and water quality standards; develops guidance, policy, and/or procedures as needed; identifies potential changes needed and proposes recommendations to improve operations; establishes goals and objectives. Oversees the preparation of reports; provides guidance to staff regarding development of regulatory and non-regulatory plans and plan implementation; conducts meetings; develops and maintains section project and priority lists; and develops and reports on the section's work plan. Communicates information on pertinent issues to upper management, external groups, and individuals. Coordinates section activities with other programs within the division and agency to ensure customer and management needs are met. Coordinates with federal agencies to address program requirements. Develops, tracks, and responds to federal grant output commitments and Legislative Budget Office outputs related to the section; develops and monitors the section budget; and manages contracts and grants. Completes and oversees personnel management functions, which include interviewing, hiring, and developing staff, performance management, etc.

Military Occupational Specialty (MOS) Codes:

00J, 00K, 00L, 00P, 00R, 00T, 13A, 25A, 29A, 34A, 350F, 351L, 352N, 352S, 35D, 35E, 37A, 37X, 59A, 65X, 67J, 70A, 70B, 70D, 70E, 70F, 70H, 71E, 111X-URL, 112X-URL, 113X-URL, 114X, 615X-LDO, 612X-LDO, 648X-LDO, 611X-LDO, 621X-LDO, 632X-LDO, 631X-LDO, 641X-LDO, 01, 19, 20, 70, 74, 76, 82, 90, CMO10, MED10, MED12, MGT10, MGT13, MGT14, MGT15, MGT17, OAR12, OAR14, 0202, 0203, 0204, 0205, 0206, 0207, 0210, 0302, 0307, 0520, 0640, 0802, 1802, 2602, 5950, 6502, 7202, 7208, 7210, 7220, 7315, 8U000, 9G100, 16GX, 41AX, 86Mo and 86Po

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

Special Requirements:

Moving up to 15 pounds of paper/files/boxed materials.

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 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