

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** **Manager II**  
**Functional Title:**  
**Job Posting:** **17024**  
Monthly Salary: \$4598.66 - \$5300.00  
Salary Group: B23  
Posting Date: 09/28/2016  
Close Date: 10/12/2016  
Section/Division: Water Quality Division Support Section/ Water Quality Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 6354

### **Job Description:**

Manages the staff and activities of the Division Support Section for the Water Quality Division of the Texas Commission on Environmental Quality (TCEQ). Manages staff activities and projects, including division Applications Review and Processing team, Customer Information and Assistance team, and the Information Technology team; establishes goals, objectives, guidance, and/or procedures as needed; and proposes recommendations to improve operations. Oversees the preparation of reports; provides guidance to staff regarding development of procedures; 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. Provides technical assistance to internal and external customers on issues related to the functions of the section. Completes personnel management functions to include interviewing, hiring, and developing staff, performance management, etc. Manages the section budget, developing and implementing processes to assure available resources and expenditures. Participates in and completes special projects.

### **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-URL, 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, 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.

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