

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Program Supervisor VII  
**Functional Title:**  
**Job Posting:** 17032  
Monthly Salary: \$5258.66 - \$6200.00  
Salary Group: B25  
Posting Date: 10/03/2016  
Close Date: 10/17/2016  
Section/Division: Enterprise Support Section/ Information Resources Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 0919

### **Job Description:**

Supervises and oversees a technical team in the delivery of information technology services and products utilized by the Texas Commission on Environmental Quality (TCEQ). Leads and directs the Enterprise Reporting and Geographic Information Systems Team, prioritizes and delegates tasks, and participates in establishing daily and long-range duties and objectives. Completes personnel management functions, which includes interviews, hiring, developing staff, and establishing metrics for performance management, etc. Communicates with customers, management, consultants, and co-workers to ascertain information needs; and disseminates appropriate information to meet the data requirements of customers. Analyzes and evaluates business practices and service requirements regarding the use of technology, data, and communications as it relates to business area needs. Recommends changes where appropriate to more effectively meet enterprise and customer needs. Ensures progress toward operational and strategic goals, which involves reporting to management regarding the nature and extent of customer demand for information, and the level of customer satisfaction with the information provided. Coordinates and/or provides direction for the management of multiple IT projects or initiatives.

### **Military Occupational Specialty (MOS) Codes:**

25B, 255A, 255S, IT, 642X-LDO, 644X-LDO, 742X-CWO, 744X-CWO, 26, 030, C4I11, ISM, 8846, and 3DoX4

### **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 as a technical lead or work lead.

Bachelor of Science in Computer Science or Management Information Systems.

Experience working with Crystal Reports 10 or BOE XI.

### **Special Requirements:**

Moving up to 10 pounds of 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