

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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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

State Title: **Manager IV**
Functional Title:
Job Posting: **17051**
Monthly Salary: \$5258.66 - \$6690.85
Salary Group: B25
Posting Date: 10/31/2016
Close Date: 11/15/2016
Section/Division: Drinking Water Special Functions Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 11411

Job Description:

Manages the Drinking Water Special Functions Section of the Water Supply Division of the Texas Commission on Environmental Quality (TCEQ). Completes/oversees the completion of division personnel management functions, which involves interviewing, hiring, and developing staff, performance management, productivity, work quality/efficiency, etc. Develops and oversees the section's budget and various professional service contracts. Prepares, reviews, and approves responses to various proposed state and federal regulations; ensures federal Environmental Protection Agency (EPA) primacy, grant work plans, and Legislative Budget Board (LBB) deliverables and reporting requirements are met. Confers with and advises key staff and upper management on policies, procedures, rules, guidelines, and technical requirements for public water systems in Texas. Oversees and manages section's data, inventory and enforcement of state and federal regulations for public water systems in Texas. Provides and oversees communication, technical support, and assistance to regional and central staff and management, other state agencies, public water system stakeholders, and the general public. Assists with Homeland Security activities for the Office of Water, which includes assisting in the development and coordination of necessary Homeland Security information.

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, 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.

Preferred Requirements:

Experience in personnel or project management, which includes senior level planning, and/or training and directing the work of staff/supervising others.

Experience working with the regulatory requirements, technical aspects, compliance and enforcement of public water systems.

Experience with Homeland Security coordination functions (disaster response, emergency management, etc.).

Special Requirements:

Moving up to 15 pounds of paper.

Traveling up to 25% 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