

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Director V

Functional Title:

Job Posting: 21003

Monthly Salary: \$8469.16 to \$12000.00

Salary Group: B30

Posting Date: 10/09/2020

Close Date: 10/23/2020

Division: Office of Chief Clerk

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

Openings: One

Position #(s): 52812

Job Description:

Directs highly professional and administrative work of the Office of the Chief Clerk (OCC) of the Texas Commission on Environmental Quality (TCEQ). Directs division staff and functions; oversees personnel management functions, which includes interviewing, hiring and developing staff, performance management, etc.; and ensuring compliance with employment laws and goals. Develops strategies and implements business plans in accordance with a broad organizational perspective. Establishes and prioritizes division goals and objectives, and assures projects meet established deadlines and support the agency's mission. Designs processes to meet and improve customer service, ensuring the delivery of quality services. Develops and oversees the division budget, ensuring responsible use of resources and working toward cost containment. Develops succession planning for key staff; builds effective teams to implement objectives. Participates in professional development activities and organizations; participates in agency committees; represents the agency with external entities.

Military Occupational Codes:

00B, 35D, 35E, 111X-URL, 612X-LDO, 615X-LDO, 641X-LDO, 01, 0202, 0203, 0204, 0502, 8003, 8040, 8041, 8042, 10C0, 20C0, 30C0, 40C0, 90G0, 91C0, 91W0, and 97E0.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in a field relevant to assignment (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Experience in the management of a business function, division, or department to include professional management experience where primary duties consists of planning organizing, controlling, and directing the work of an organization or formal subdivision, or team.

OR Experience as a special assistant to a TCEQ director or deputy director developing management policies and directing/evaluating operations.

Preferred Requirements:

Experience communicating with agency commissioners, executive management, other state or federal agency personnel, and elected officials.

Experience communicating and presenting technical information to the public or in a public forum.

Experience responding to media requests.

Experience developing and managing budgets.

Management experience including interviewing, hiring, and developing staff; performance management; motivating and enabling others to contribute toward setting and accomplishing organizational goals.

Experience conducting bill analyses.

Experience working with environmental laws, including the TCEQ permitting process.

Experience working with administrative processes and practices, including agency rulemaking.

Experience using and procuring computer systems related to public meetings, e-filing, and/or provision of documents to the public.

Experience providing services to communities with limited English proficiency.

Special Requirements:

Moving up to 20 pounds of paperwork/files.

Traveling up to 20% 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-select notification.

To Apply:

Email a State of Texas Application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC – 116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer