

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Director I

Functional Title: Assistant Division Director

Job Posting: L21004

Monthly Salary: \$5784.58 to \$8825.58

Salary Group: B26

Posting Date: 10/16/2020

Close Date: 10/30/2020

Division: Water Quality

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

Openings: One

Position #(s): 52999

Job Description:

Assists in the oversight and coordination of staff and projects for the Water Quality Division of the Texas Commission on Environmental Quality (TCEQ). Assists the Director with division management activities to include developing guidelines, procedures, and policies to facilitate the accurate and timely processing of permits. Oversees division projects to ensure division goals and timelines are met. Communicates regulatory and technical information concerning authorizations and other technical issues to agency staff, federal and state officials, the general public, and the regulated community. Supervises the daily operation of the IT Specialist staff and other division direct reports to ensure that deadlines are met. Performs personnel management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Coordinates data and information technology (IT) functions with Office of Water (OW) IT staff, Central Registry, and other agency IT staff. Interprets pertinent state and federal rules, regulations, standards and policies; provides recommendations on rule proposals. Assists the Director in overseeing the review and implementation of legislation for wastewater permitting and water quality assessments and coordinates legislative functions throughout the division. Oversees and monitors the completion of required performance reports and recommends appropriate changes, including the quarterly Legislative Budget Board (LBB) performance measures reports, Environmental Protection Agency (EPA) performance reports, and other measures.

Military Occupational Codes:

00B, 35D, 35E, 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.

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-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