

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Manager II

Functional Title:

Job Posting: L21006

Monthly Salary: \$4598.66 to \$ 7083.33

Salary Group: B23

Posting Date: 10/23/2020

Close Date: 11/06/2020

Division: OCE Administrative

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

Openings: One

Position #(s): 54211

Job Description:

The Texas Commission on Environmental Quality (TCEQ) is a dynamic state agency with over 2000 employees throughout the State of Texas. The Office of Compliance and Enforcement (OCE) is responsible for overseeing the agency's 16 regional offices, as well as divisions responsible for monitoring air quality, overseeing critical infrastructure, providing small business assistance, and enforcing the state's environmental laws. As one of the largest environmental agencies in the world, the TCEQ and its employees are dedicated to fulfilling the agency's mission of protecting our State's public health and natural resources consistent with sustainable economic development. Every day, employees in OCE are on the front lines of ensuring our agency's goal of clean air, clean water, and the safe management of waste. The work is exciting, and our employees each provide meaningful contributions to environmental protection in Texas. If you are committed to these goals, want to work on important and diverse environmental issues, make a difference, and serve the public, then we want you in OCE.

For this position, OCE is seeking an executive assistant/office manager responsible for the administrative and organizational management of the OCE Director's office. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a large office of diverse people and programs. This individual must be able to function effectively in a

variety of roles within a dynamic environment under minimum supervision. This position requires frequent communication and coordination with TCEQ executive staff as well as OCE staff across the State. This position also includes supervision of administrative staff within the OCE Director's office.

Supervises activities and projects of administrative staff in the Office of Compliance & Enforcement Director's office. Provides input into personnel management functions; assists with interviewing, hiring staff, and managing performance and staff/team development, etc. Provides administrative support to the Director and senior technical specialists, to include maintaining calendars, and scheduling appointments. Answers phones, and routes calls to proper staff and provides general information regarding compliance and enforcement activities. Develops, reviews and provides guidance regarding the Office's administrative processes and procedures, while ensuring compliance and consistent implementation across the Office. Oversees and coordinates administrative functions and related assignments among administrative staff within the Office. Communicates with senior management, deputy directors, and staff regarding Office activities; advises the Director on administrative issues impacting the Office and offers recommendations and solutions. Processes travel requests and payments for reimbursement; and assists with timekeeping. Prepares reports; drafts correspondences; tracks assignments, studies, suspense letters and various records and maintains paper and electronic records for retention in accordance with agency policy. Responds to requests for program information; and coordinates work between organizational units.

Military Occupational Codes:

56M, YN, 641X-LDO, 741X-CWO, 360, 0100, 0111, 4430, 3A1X1, and 8A200.

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 with major course work in a field relevant to assignment (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Preferred Requirements:

Experience providing administrative support to senior/executive management in a governmental entity.

Experience coordinating and disseminating administrative policies and procedures in a governmental entity.

Experience serving in an Office Manager role in a governmental entity.

Bachelor's degree from an accredited college or university.

Special Requirements:

Moving up to 20 pounds of paper, materials, and/or office equipment.

Traveling up to 10% 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