Opening Date: August 27, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas*
Posting Number: 20-73
Monthly Salary: $3,900 - $5,626**
Group/Class: B18-B23/1571-1575
Travel %: 25%
Division/Department: WSI/PAR/Program Administration
Number of Positions: 1

* Full-time remote work opportunities from locations within Texas will be considered
** Salary commensurate with experience and qualifications

JOB VACANCY NOTICE
State Programs Coordinator
(Program Specialist II-VI)

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: http://www.twdb.texas.gov/jobs/benefits.asp

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS – Operations Specialist, YN – Yeoman, 8U000 – Unit Deployment Manager, 86M0 – Operations Manager or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

Job Description Summary

Performs moderately complex (journey-level) to highly advanced (senior-level) consultative services, technical assistance work, and high-level administrative duties related to the TWDB's Financial Assistance programs. Work involves planning, developing, implementing, and maintaining internal and external guidelines to ensure compliance with applicable rules. Responsible for establishing goals and objectives; developing written materials such as guidelines, forms, procedures, policies, rules and regulations; developing schedules and setting priorities; and coordination with cross-divisional and/or cross-agency teams to maintain standards for achieving established goals. Represents TWDB and its programs to citizen groups and governmental agencies. Leads and serves as the primary point of contact for the State's financial assistance programs, excluding the flood programs. Oversees and/or participates in special projects/ programs as assigned by the Manager, Division Director, Assistant Deputy Executive Administrator, or Deputy Executive Administrator. May train others. Works under general to minimal supervision, with limited latitude to considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Program Administration Department.

Essential Job Functions

- Serves as the Water Supply & Infrastructure subject matter expert for the state funded programs, excluding flood programs, to provide services to internal and external stakeholders on program administration, state and federal laws, legislation, rules, regulations and guidelines pertaining to the administration of our financial assistance programs.
- Responsible for providing consultative and technical assistance on state and federal statute, rules, regulations, guidelines, and program administration pertaining to the state funded programs to internal and external stakeholders specializing in outreach and education to our outside entities seeking financial assistance from these programs.
- Identifies, develops and implements policy and process improvements to the State programs, in conjunction with other agency staff members.
- Prepares and makes presentations to internal and external groups on the TWDB's Financial Assistance programs.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

Texas Water Development Board

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

- Serves as assigned on the Program Administration & Reporting bill analysis team.
- Responsible for cross training on specialty program and backing up the other Program Administration Program Specialists.
- Participates and contributes as a member of multi-disciplinary teams.
- Develops and maintains detailed process and procedure documents to ensure programmatic sustainability.
- Participates in independent job-related research and demonstrate initiative when seeking solutions to issues.
- Provides superior customer service to internal and external customers.
- Participates in seeking job-related training opportunities.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a bachelor's degree in Public Administration, Planning, Science, Engineering, Business, Finance, or related field.
- Progressive work experience involving the development and/or monitoring infrastructure financing programs or publicly funded infrastructure projects:
    - Three to five years for Classification 1572, Program Specialist (PS) III;
    - Five to seven years for Classification 1573, PS IV;
    - Seven to nine years for Classification 1574, PS V;
    - Seven years and above for Classification 1574, PS VI
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- To qualify for consideration at the 1575 PS-VI level, applicants must demonstrate specific additional skills and experience justifying the assignment of additional special duties. Examples include technical writing, database task automation, development and implementation of public financial assistance programs, and GIS/database integration.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Program Administration Department; and of the principles and practices of public administration.
- Knowledge of state and federal financial assistance programs.
- Knowledge of state and federal reporting requirements.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.

- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 25% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to analyze financial data and interpret and apply accounting theory to difficult or complex transactions.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.