

**Opening Date:** October 6, 2016  
**Closing Date:** Open until filled  
**Work Location:** Austin, TX  
**Posting Number:** 16-71  
**Monthly Salary:** \$5,000-\$5,334  
\*Salary commensurate with experience & qualifications  
**Group/Class:** B20/1573  
**Travel %:** 5%  
**Division/Department:** WSI-WUPP- Water Supply & Strategy Analysis  
**Number of Positions:** 1

## JOB VACANCY NOTICE

### Program Specialist IV

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer*

### Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of OS- Operations Specialist, 641X- LDO – Administration, 205- Operations Specialists, 86M0- Operations Management 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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf) .

### Job Description Summary

Performs highly complex (senior-level) data analyses and creative solutions to support regional and state water planning and implementation of the state water plan and agency funding programs. Work involves collecting, analyzing, and furnishing data to regional water planning groups, the legislature, media, and other internal agency and external public stakeholders. This position includes, but is not limited to: synthesizing detailed and specialized water planning data; developing reports; assisting in developing new ways to analyze, present, and consume planning data such as geo-enabling water planning data for public use; development of data content for the regional water plans; supporting the agency regional water planning staff; and, developing and analyzing data to support development of the state water plan. Assists with the development and maintenance of the regional and state water planning database and the associated computer applications used to collect data from regional water planning groups. Reports to the Manager, Regional Water Planning while working under limited supervision, with moderate latitude for the use of initiative and independent judgment.

### Essential Job Functions

- Responds to regional and state water planning data requests from the legislature, the Board and other key stakeholders by analyzing data sets and querying existing databases.
- Consults and collaborates with appropriate staff to define data specifications, analyses, and data reporting methods.
- Designs, queries, and compiles reports using regional water planning data.
- Performs quality assurance/quality control review of data sets to improve the integrity, effectiveness, and usefulness of the data.
- Assists in the management of the regional and state water planning data.
- Assists with regional water planning applications testing, training, guidance and maintenance.
- Prepares and maintains written documentation related to regional and state water planning data.
- Develops innovative approaches to analyzing, presenting, and making data available to stakeholders.
- Performs related work as assigned.

Female and minority applicants are encouraged to apply.

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.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

*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.*

## Job Vacancy Notice (cont.)

Posting number

### **Minimum Qualifications**

- Graduation from an accredited four-year college with major coursework in Planning, Resource and Environmental Studies, Geographic Information Systems, Computer Science, Computer Engineering or related discipline.
- Five (5) years of work experience in Planning, Resource and Environmental Studies, Geographic Information Systems, Computer Science, Computer Engineering or related field.
- Relevant education and experience may be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Three years of work experience with relational databases, including querying, reviewing, and reporting data.
- Previous experience querying data using Microsoft SQL Server Management Studio.
- Previous experience with regional and state water planning in Texas and/or water planning-related data.
- Previous experience with geographic information system (Arc/GIS) and spatial analysis.

### **Knowledge, Skills, and Abilities**

- Knowledge of local, state, and federal laws related to the program area;
- Knowledge of public administration techniques.
- Knowledge of statistical analysis processes.
- Knowledge of research techniques.
- Knowledge of program management processes and techniques.
- Skills with Windows-based computers and software such as Microsoft Access, Excel, and Word.
- Skills in querying data using software such as Microsoft Access or SQL Server, or by using SQL.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in building data-related reports using software such as Microsoft Access, Crystal Reports, or Microsoft SQL Server Reporting Services.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- 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 to plan and oversee tasks so they are accurately completed in a timely manner.
- Ability to multi-task and prioritize deadlines.
- Ability to provide good customer service, both internally and externally.
- Ability to communicate effectively, in person, on the phone and/or in writing.
- Ability to work independently or in a team environment as needed.
- Ability to exercise sound judgment in making decisions.
- Ability to train others.

### **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.