

Opening Date: December 1, 2016
Closing Date: Open Until Filled
Work Location: Austin
Posting Number: 17-20
Monthly Salary: \$4,024.00 - \$4,956.00
*Salary commensurate with experience & qualifications
Group/Class: B21/1574
Travel %: 25%
Division/Department: WSI – Program Administration & Reporting-Program Administration
Number of Positions: 1

JOB VACANCY NOTICE

CWSRF Program Coordinator (Program Specialist V)

*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).
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 35F – Intelligence Analyst, OS – Operations Specialist, 0231 – Intelligence Specialist, 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

Job Description Summary

Performs advanced (senior-level) consultative services and technical assistance work on the Texas Water Development Board's (TWDB) Financial Assistance programs. Work involves planning, developing, and implementing guidelines, both internal and external, to ensure compliance with the TWDB's programs. Responsible for establishing goals and objectives; developing 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 Clean Water State Revolving Fund (CWSRF) program. Oversees and/or participates in special projects/ programs as assigned by the Manager, Division Director, Assistant Deputy Executive Administrator, or Deputy Executive Administrator. Reports to the Program Administration Manager while working under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Serves as the Water Supply & Infrastructure subject matter expert for the CWSRF program in order 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.
- Provides consultative and technical assistance on state and federal statute, rules, regulations, guidelines, and program administration pertaining to the CWSRF program to internal and external stakeholders specializing in outreach and education to our outside entities seeking financial assistance from this program.
- Manages the Intended Use Plan process for the CWSRF program including developing the invitation package and assisting in preparing the draft Intended Use Plan for Board and EPA approval.
- Manages the invitation process for the CWSRF program.
- Identifies, develops and implements policy and process improvements to the CWSRF program, in conjunction with other agency staff members.
- Prepares and makes presentations to internal and external groups on the TWDB's Financial Assistance programs.
- Provides 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 demonstrates initiative when seeking solutions to issues.

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

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 17-20

- Provides superior customer service to internal and external customers.
- Participates in seeking job-related training opportunities.
- 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.
- Seven (7) years of progressive work experience in developing and/or monitoring infrastructure financing programs.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Nine (9) years of progressive work experience in developing and/or monitoring infrastructure financing programs.

Knowledge, Skills, and Abilities

- Knowledge of state and federal funding programs.
- Knowledge of state and federal financial reporting requirements.
- Knowledge of financial systems, word processing and spreadsheet software.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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 analyze financial data and interpret and apply accounting theory to difficult or complex transactions.
- Ability to interact effectively with wide variety of customers and other stakeholders.
- Ability to implement leadership skills and timely decision-making.
- Ability to utilize excellent interpersonal skills.
- Ability to work accurately with numerical details in a high volume setting.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate effectively, clearly and concisely, verbally and in writing.
- Ability to work efficiently in a dependable, organized and productive manner in order to plan workload to meet schedules and 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 work with others in a team environment as a team member and leader in a courteous and effective manner.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- 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.