JOB VACANCY NOTICE
Groundwater Monitoring Manager
(Manager III)
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
Email: HR@twdb.texas.gov
Apply at: Work in Texas www.workintexas.com

Veteran’s Preference
Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of MGT10 – Management, 20 – Management – General, 86MO – 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
Perform complex (journey-level) managerial work administering the daily operations and activities of the Texas Water Development Board’s Groundwater Monitoring Department. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating department activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns, and supervises the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Director of the Groundwater Division.

Essential Job Functions
- Provides effective leadership and management of the Groundwater Monitoring Department.
- Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manage evaluation activities.
- Develops and evaluates of the team’s budget requests, monitors budget expenditures, and makes adjustments.
- Oversees the planning, implementation, coordination, monitoring, and evaluation of policies and procedures; monitors compliance with policies and procedures.
- Manages all project activities within the department, providing technical direction and guidance.
- Monitors and reports department work activities.
- Authorizes department hiring, separations, disciplinary actions and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.
- Evaluates department performance and recommends and leads improvements.
- Supports department administrative requirements related to organization, budget and personnel.
- Ensures the provision of quality customer service from the department to both internal and external stakeholders.

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.

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. Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

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.
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- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- 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 accredited four-year college or university with a major in Natural Sciences, Engineering, Public Administration or related field.
- Five years of professional work experience in management.
- Experience in management and/or completion of a management training program relevant to the Groundwater Monitoring Department.
- Licensed as Professional Geoscientist in Texas.
- Previous experience with groundwater monitoring operations.
- Previous experience with database applications.
- Previous experience with preparing and writing technical reports.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications
- Graduate degree from an accredited college or university with major coursework in Natural Sciences, Engineering, Public Administration or related field.
- Previous experience with groundwater resources of Texas.
- Previous experience with major and minor aquifers of Texas.
- Previous experience with public presentations.

Knowledge, Skills, and Abilities (KSAs)
- Knowledge of local, state, and federal laws and regulations relevant to the Groundwater Monitoring Department; and of the principles and practices of public administration and management.
- Possesses necessary skills and comprehensive knowledge to perform the job.
- 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.
- Skills in understanding the implications of new information for both current and future problem-solving and decision-making.
- 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 in order with infrequent errors.
- Ability to complete tasks and projects in a timely manner and persists until tasks are completed.
• Ability to interpret policies, procedures, and regulations.
• Ability to provide prompt, courteous and accurate assistance and clear and concise communication to agency staff, as well as to employees of other political entities and the public both verbally and in writing.
• Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
• 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 and willingness to travel 10% 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 assign and/or supervise the work of 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.