Opening Date:	July 29, 2013
Closing Date:	Open Until Filled
Work Location:	Austin, Texas
Posting Number:	13-35
Monthly Salary:	$4,500
Group/Class:	B 23
Travel:	10%
Division:	WSC-Conservation
Number of Positions:	1
Starting Date:	September 1, 2013 or later

JOB VACANCY NOTICE

Program Specialist VI

Apply Via Mail/Hand Delivery: Texas Water Development Board Stephen F. Austin Building, 1700 North Congress Ave., Room 670, Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to Human Resources (512) 475-2142 Equal Opportunity Employer

Job Description

The program specialist will assist with the efforts to consolidate on-line reporting of the water use survey, the water loss audit, and the water conservation plan annual reports, as well as other reports and forms as necessary. In addition, the individual will assist in the development of an on-line tool to quantify water conservation savings. The program specialist will undertake analysis of data received in the various reports and assist in outreach efforts to the water utilities required to complete the annual reports.

Essential Job Functions

- Assist with the consolidation of on-line reporting, including the migration of existing data into any new databases, the development and testing of on-line applications, and the creation of on-line reports and analysis.
- Provide consultative services and technical assistance to other TWDB staff and to water utilities for information associated with water conservation reports and water use reports contained in the TWDB on-line system.
- Develop on-line materials which will present data from the annual reports and provide response to public inquires related to the annual report data.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a bachelor's degree in engineering, industrial technology, water resources, information technology, or related field.
- At least three (3) years of work experience with a water utility, a government agency or consulting firm directly interacting with water utilities.

Preferred Qualifications

- Master's degree in related field of study
- Five (5) or more years related work experience

Knowledge, Skills, and Abilities

- Skilled in the use of Microsoft Office programs including Word, Excel, Access, and other programs including Adobe Pro, Microsoft SQL Server Management Studio, Microsoft Visual Studio – Reporting Studio, and Dreamweaver (HTML)
- Knowledge of Windows Server 2003/2008, Microsoft Reporting Services, SQL Server Reporting and Integration Services
- Knowledge of database concepts (table design, relationships, indexing strategies, and normalization)
- Knowledge of SQL views and stored procedures
- Ability to communicate technical issues effectively both verbally and in writing
- Demonstrated ability to work in a team environment
- Ability for work-related interaction with professionals in order to achieve goals and objectives
- Ability to gather, assemble, correlate, and analyze facts
- Ability to prepare and edit reports

Remarks

- Copy of required academic transcripts and/or licensures must be submitted at the time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.
- Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. An acceptable driving record must be presented at the time of interview.

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. 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 4/11

Texas Water Development Board

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