Opening Date: October 21, 2019
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 20-15
Monthly Salary: $3,082.00 - $3,750.00*
Group/Class: B17/0160
Travel %: 0%
Division/Department: WSC-Flood Science & Community Assistance
Number of Positions: 1
*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE
Executive Assistant I

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

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 15P - Aviation Operations Specialist, LS - Logistics Specialist, 0100 - Basic Administrative Marine, 3F5X1 - Administration 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_AdministrativeSupport.pdf

Job Description Summary

Performs complex (journey-level) professional assistance work for the Director and staff of the newly created Flood Science and Community Assistance Division. Work involves coordinating high-level administrative operations of the division; disseminating information; maintaining filing systems; performing administrative support; and contacting and coordinating with intra-and inter-agency personnel, the general public, and elected and appointed officials. May train and supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Director of Flood Science & Community Assistance.

Essential Job Functions

- Oversees and assists with all administrative matters, programs, activities and operations in the Flood Science and Community Assistance division.
- Assists with the coordination of department assignments and activities.
- Receives, processes, facilitates, and disseminates information between the division and other agency departments, legislators, Board members, and the general public; maintains the confidentiality of sensitive information; ensures timely responses as necessary.
- Collects and analyzes relevant data; researches, initiates necessary changes, and provides background documentation on matters requiring attention; assumes responsibility for timely completion of special projects or tasks; and assists in all pertinent matters.
- Assists with preparation and tracking of Division budget and performance measures.
- Establishes and maintains records, filing systems, and logs; monitors staff calendars as assigned.
- Assists Division director and managers in the maintenance and timely disposal of electronic and hard-copy files in accordance with the agency's records retention procedures and schedule.
- Prepares and processes documents such as expenditure requisitions, travel vouchers, travel authorizations and vehicle request forms.
- Schedules and coordinates meetings, appointments, and special events; reserves meeting sites; contacts and confirms appointments and meetings; print necessary documents or agenda; attends meetings and takes minutes as necessary.
- Coordinates and processes travel arrangements including airline, hotel, and vehicle reservations.

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.

Texas Water Development Board

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).

- Develops, prepares, types, formats, edits, tracks and distributes a variety of routine and complex correspondence, reports, memorandums, forms, and department publications; may determine the format and content of written communications.
- Assists in the preparation of material for presentation to the Board, Members of the Legislature and other audiences.
- Researches and composes accurate and timely communications.
- Develops, maintains, and updates databases, electronic files, documents, and spreadsheets.
- Develops administrative procedures, standards, and methods for creation, maintenance and retention of physical and electronic files and records.
- Answers, screens and routes incoming phone calls; takes messages, and answers and refers calls to appropriate staff.
- Provides telephone and administrative back-up support to other areas of the agency when necessary.
- Update and maintain electronic/web calendar.
- Verifies timesheets of Division staff.
- Process mail daily, order supplies, and coordinate office equipment repairs.
- Participates in Supervisor-approved Career Development Plan activities, including the establishment of employee goals and identification of job-related training opportunities as discussed with Supervisor.
- 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 major course work in Human Resources, Public or Business Administration, or a related field.
- Three to five years of progressive experience in office management or administrative support.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- State of Texas agency or legislative work experience.
- Experience with administrative support in a Planning and/or Natural Resources area.
- State of Texas legislative process experience and/or State of Texas statutes and administrative code experience.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Flood Science & Community Assistance Division; and of the principles and practices of public administration.
- Knowledge of complex office practices and administrative procedures, including record keeping and records management; telephone techniques; and report writing.
- Knowledge of proper document construction and editorial enhancement techniques.
- 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 preparing and maintaining accurate records, reports, documents and correspondence and meeting deadlines.
- 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 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 and supervise the work of others.
- Ability to establish and maintain effective working relationships with a variety of individuals including executives, agency staff, and/or the general public.
- Ability to timely and accurately balance and successfully complete a heavy workload with numerous deadlines.
- Ability to take and transcribe meeting notes.

Remarks

- Copy of required academic transcripts and/or licensures 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.