

Opening Date: August 28, 2019
Closing Date: September 5, 2019
Work Location: Austin, Texas
Posting Number: 19-99
Monthly Salary: \$4,598.67-\$5,459*
Group/Class: B23/0519
Travel %: 25%
Division/Department: WSI/FP/Regional Flood Planning
Number of Positions: 1

*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE

Team Lead (Planner IV)

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

(INTERNAL POSTING)

Job Description Summary

Performs advanced (senior-level) planning and research work. Work involves providing direction, coordination, and support to the Flood Planning Regions and flood planning team staff; coordinating and tracking work products developed by the Regional Flood Planning Department; ensuring quality control of team work outputs and successful completion by set deadlines; coordinating the development of regional flood plans with flood planning groups; coordinating and managing flood planning grant contracts for development of regional flood plans; serving as liaison (non-voting member) of flood planning groups; providing technical and administrative assistance to flood planning groups; supporting regional water project development teams and evaluating projects in loan application process; assisting in developing the state flood plan. May train others. Works under limited supervision, with, considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Regional Flood Planning Department.

Essential Job Functions

- Serves as Team Lead and provides direction, coordination, and analytical support to Regional Flood Planning Department staff under direction of the Regional Flood Planning Manager.
- Develops internal policy and program development materials.
- Reviews team work outputs and provides oversight of quality control reviews of regional flood plans; communications and information dissemination; funding application process; internal policy development; and program development.
- Ensures work projects are properly completed by staff, including tracking assignments to ensure deadlines are met.
- Compiles, reviews, analyzes, and evaluates flood planning data; prepares reports and responds to inquiries; and recommends appropriate action to resolve problems.
- Manages research and planning contracts for regional flood planning and related studies to assure products meet the intent of the scope of work, rules, and statutory requirements.
- Performs other routine contract management duties such as reviewing and approving payment requests and ensuring timely processing of contract amendments, budget memorandums, or subcontracts.
- Collects, organizes, and analyzes data required in the development of plans or programs.
- Provides technical assistance for flood planning contracts and reports on flood planning projects.
- Serve as liaison (non-voting member) and provides direct technical and administrative assistance to one flood planning group to facilitate the timely completion of their regional flood plans and studies.
- Prepares and evaluates reports and makes presentations.

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 (Non-Supervisory)
Revised 07/01/2019



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.

Job Vacancy Notice (cont.)

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- Participates in technical, policy, and interagency planning meetings.
- Supports and participates as a member of one or more multi-disciplinary Regional Water Project Development Departments through promoting funding programs at stakeholder meetings, and application review for funding flood-related infrastructure projects.
- Identifies, defines, and researches issues of strategic importance.
- Reviews and evaluates planning deliverables for contractual, rule, and statutory compliance and approval.
- Maintains contact and membership data for assigned flood regions.
- Ensures information for assigned regions is accurate and up to date on the TWDB website.
- Assists in drafting and review of regional flood planning rules and guidance documents.
- Assists in providing quality control review of flood-related project prioritization information.
- Assists in compiling, writing, and otherwise developing Board and policy items as well as the State Flood Plan.
- 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 City or Regional Planning, Engineering, Hydrology, Geography, Economics, or Public Administration, or a related field.
- Five years of experience in flood planning, water planning, and/or land-use planning and research work, engineering, hydrology, technical flood work or public administration.
- 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 course work in City or Regional Planning, Civil Engineering, Hydrology, Geography, Economics, or Public Administration, or a related field.
- More than five years of experience in flood planning, water planning, land-use planning and related research work in engineering, hydrology, technical flood work or public administration.
- Three years of professional experience in flood-related planning, mitigation, response or recovery; land-use planning; and/or flood modelling and flood mapping; or other closely-related planning work.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to flood planning; and of the principles and practices of public administration.
- Knowledge of principles, objectives, and procedures of governmental planning, programming, and research.
- Knowledge of hydrology and flood planning principles relevant to Texas.
- Knowledge of laws and institutions and the process for flood planning in Texas.
- 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 reports.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to evaluate planning material.

Job Vacancy Notice (cont.)

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- Ability to conduct research.
- Ability to analyze and evaluate large amounts of data.
- Ability to complete multi-disciplinary planning projects involving diverse groups and stakeholders.
- 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 and willingness to travel 25% 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.

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.