

Opening Date: September 23, 2019
Closing Date: Open Until Closed
Work Location: Austin, Texas or TWDB field office in Texas
Posting Number: 20-05
Monthly Salary: \$4,024.00 - \$5,301.00*
Group/Class: B21/1574
Travel %: 60%
Division/Department: PAR/Outreach
Number of Positions: 1
*** Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Outreach Specialist (Program Specialist V)

*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 OS Operations Specialist, 641X LDO-Administration, OSS Operations Systems Specialist (Warrant), 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

Performs advanced (senior-level) consultative services and outreach work. Responsible for the coordination and facilitation of marketing and outreach of Texas Water Development Board (TWDB) programs to various types of entities, including but not limited to local communities, cities, counties, districts, authorities and water supply corporations. Serves as a liaison between external stakeholders and the TWDB. Communicates directly with internal and external stakeholders, including other state or federal agency personnel, the general public, and elected and appointed officials. Represents the Board and its programs to a myriad of stakeholders, including citizen groups, professional associations, consulting firms, and other governmental entities. Participates in the financial assistance workshops. Conducts public and professional presentations. Oversees and/or participates in special projects or programs as assigned by the Outreach Team Lead or Director of the Program Administration and Reporting (PAR) Division. May train others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Director of the PAR Division.

Essential Job Functions

- Establishes relationships with existing clients, local partners, other governmental agencies, and professional groups regarding water, wastewater, flood, and related infrastructure projects promoting the TWDB and its financial assistance programs.
- Coordinates with and markets to the various entities regarding the programs and projects serving as the TWDB liaison in the field.
- Assists in the development of outreach initiatives promoting the TWDB and its financial assistance programs and implements strategies to achieve a successful outcome.
- Assists in the oversight of contractors performing work under the Asset Management Program for Small Systems, including holding meetings with contractors and program recipients to receive feedback and providing periodic updates to the Director of PAR.
- Implements an outreach strategy for the Drinking Water State Revolving Fund program's Securing Safe Water initiative, including maintaining updated lists of potential applicants, making onsite visits, providing technical assistance to potential applicants, and assisting in the application process.

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.

HR-002 (Non-Supervisory)
Revised 09/10/2019



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).

Job Vacancy Notice (cont.)

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- Coordinates and collaborates with TWDB staff in program or project planning, development, implementation, analysis, and documentation.
- Facilitates the dissemination of information to Regional Water Project Development Teams providing leads for potential projects. Assists the Team Managers in continuing to facilitate development of such projects. Works with Team Managers to provide technical assistance to potential funding candidates.
- Adheres to agency operating procedures, policies and state statutes; all travel associated with assigned duties will be in the most effective manner; and policies regarding use of vehicles and other agency property are observed.
- Assists in development and implementation of a marketing plan.
- Assists in reviewing the Outreach Team's functions and operations.
- Assists in identifying areas needing change and developing plans for improvement.
- Conducts presentations.
- Represents the agency at various local events including program information meetings.
- Collaborates with members of TWDB's interdisciplinary teams, engineering consultants, and representatives of federal, state and local governments during the course of each project.
- Guides and assists entities in applying for financial assistance, including the use of the TWDB Online Loan Application, or meeting obligations related to receiving financial assistance.
- Oversees the organization and maintenance of documentation and the recording of information on contacts, relevant activities and actions.
- Assists in monitoring projects and communicating issues or status to applicable TWDB staff.
- Assists project teams in identifying areas of potential improvement or streamlining.
- May assist in the review or development of procedures, guidance documents, and forms.
- Prepares written reports, memoranda, and letters related to work activities.
- Maintains and utilizes various databases.
- Promotes an environment that encourages teamwork, accountability, professional development, and improvement in performance.
- Participates in supervisor-approved career development plan activities, including the establishment of employee goals and identification of job-related training opportunities as discussed with the 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.
- May train, lead, assign and/or prioritize the work of others.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Business Administration, Construction Management, Marketing, Communications or related field.
- Seven to nine years of experience working in the field of infrastructure project financing and oversight.
- Relevant education and experience may be substituted on a year-for-year basis.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Water Supply and Infrastructure Office of the TWDB; and of the principles and practices of public administration.
- Knowledge of public finance, public administration and management techniques.
- Knowledge of water and wastewater infrastructure projects.
- Knowledge of training and marketing techniques.
- Knowledge of program management processes and 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.

Job Vacancy Notice (cont.)

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- Skills in identifying measures or indicators of program performance.
- Ability to conduct public and professional presentations.
- 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 and willingness to travel up to 60% 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 organize and plan workloads.
- Ability to apply initiative and decision making in a professional capacity with minimal supervision.

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.