

Opening Date: August 27, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 20-23R
Monthly Salary: \$5,784.59-\$7,225*
Group/Class: B26/1604
Travel %: 10%
Division/Department: WSI/Regional Water Project Development
Number of Positions: 1

JOB VACANCY NOTICE

Team Manager (Manager V)

REPOST

*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*

***Salary commensurate with experience and qualifications**

***Previous applicants will be considered**

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 111X – URL – Surface Warfare, CM010 – Community – Mission Operations (OSC), 0203 – Ground Intelligence Officer 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) managerial work as a Team Manager in the Regional Water Project Development Division (RWPDP) of the Office of Water Supply and Infrastructure. The Team Manager is a key management position in RWPDP responsible for the leadership, management, and supervision of a multi-disciplinary team, including administering the day-to-day operations of the team, establishing goals and objectives, and managing workload. The Team Manager provides leadership, exercises considerable initiative and is expected to demonstrate sound, independent judgement as an agency representative. The Team Manager leads the team, sets priorities, and provides direction, support, and oversight to effectively manage competing projects, tasks, and deadlines; ensures that projects follow applicable requirements; works to develop strategies to effectively support the agency's mission; plans, assigns and supervises the work of staff; assists or leads in developing, reviewing, and implementing guidelines, procedures, policies, and rules; develops recommendations for Board consideration or other Agency purposes; reviews, coordinates, and evaluates team activities; and, conducts outreach efforts. The team manager directly handles personnel matters affecting the team or team members and may develop and evaluate budget requests and monitor budget expenditures. The position requires proactive management of a team and financial assistance process and actively maintaining knowledge about requirements, projects, and applicants. Reports to the Director of RWPDP with limited supervision and considerable latitude for the use of initiative and independent judgement.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, 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.

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

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 06/26/2020



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).

Essential Job Functions

- Serves as the primary-point-of contact for projects and stakeholders assigned to their team.
- Manages, oversees, and directs the work of a diverse, multi-disciplinary team.
- Provides effective leadership and management of the team.
- Manages and administers personnel and evaluates and addresses staff performance.
- Collaborates with the Deputy Executive Administrator and Assistant Deputy Executive Administrator of WSI, the Division Director, and other RWPD Managers in setting and meeting goals for RWPD.
- Ensures review of financial applications, loan and grant closings, and all other milestones are completed and documented according to agency procedures and program requirement.
- Manages all project activities within the team, providing technical direction and guidance.
- Stays informed of team activities, communications, and issues related to the team and its projects and coordinates with other agency offices as needed to stay informed of issues affecting the team.
- Monitors and reports team work activities.
- Develops and maintains professional and positive working relationships with stakeholders.
- Conducts outreach and marketing efforts, including public speaking.
- Is accountable for the Team's work products, performance, and activities.
- Leads by example; providing guidance and assistance in a clear, concise and consistent manner.
- Plans, assigns, and supervises the work of staff, setting priorities, and providing direction, support, and oversight to effectively manage competing projects, tasks, and deadlines.
- Ensures staff complete tasks in a timely manner, with minimal errors, and in accordance with applicable rules, policies, procedures, guidance, etc.
- Ensures the team maintains current and accurate information in the agency's project database.
- Directly addresses and effectively handles personnel issues, including hiring, separations, follow-through on disciplinary actions as needed, and employee performance rewards.
- Promotes an environment that encourages teamwork, accountability, professional development, and improvement in performance for self and staff.
- Authorizes team 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 team performance and recommends and leads improvements.
- Supports team administrative requirements related to organization, budget and personnel.
- Ensures the provision of quality customer service from the team to stakeholders.
- 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 Planning, Finance, Engineering, Business Administration, Public Administration, Environmental Science, or a related field.
- Seven to nine years of work experience in planning, finance, engineering, business administration, public administration, project management, environmental science, or a related field.
- Three years progressively responsible professional work experience managing projects and/or staff (including multi-disciplinary teams.)
- Relevant experience and education may be substituted for one another on a year-for-year basis.

Preferred Qualifications

- Familiarity with TWDB funding programs and experience working on TWDB-funded projects.
- Graduate degree from an accredited college or university with a major in planning, finance, engineering, business administration, public administration, environmental science, or a related field.
- Four years of experience managing projects and/or supervising staff.
- Experience in flood-related work and/or working on flood-related projects.
- Relevant professional license or certification.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the team and RWPD; 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.
- 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.

Job Vacancy Notice (cont.)

Posting number 20-23R

- 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.