

Opening Date: June 2, 2021
Closing Date: Open Until Closed
Work Location: Austin, Texas, a field office in TX, or remote working location in TX
Posting Number: 21-58
Monthly Salary: \$3,081.34 - \$4,868.00*
Group/Class: B17/1570; B18/1571; B19/1572; B20/1573
Travel %: 5%
Division/Department: WSI/PAR-Reporting
Number of Positions: 1

***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

DBE Coordinator

(Program Specialist I-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*

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 OS – Operations Specialist, 641X – LDO-Administration, OS – Operations Specialist, 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 routine (journey-level) to highly complex (senior-level) consultative services and technical assistance work. Work involves entering, compiling, analyzing, and reporting on agency financial assistance and project information maintained within an agency- wide database, TxWISE. Serves as the agency's Disadvantaged Business Enterprise (DBE) Coordinator for the State Revolving Fund programs and handles DBE program management, technical assistance and reporting. May train, lead, and/or prioritize the work of others. Works under moderate to limited supervision, with limited to moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Reporting Department.

Essential Job Functions

- Serves as the Disadvantaged Business Enterprise (DBE) coordinator for the State Revolving Fund Programs via daily processing and review of forms and solicitation/award documentation for compliance with federal requirements, preparing and distributing federal utilization reports, and coordination and negotiation of the Agency goals with the federal oversight agency.
- Researches and evaluates changes in Federal policies and procedures regarding the DBE procurement process.
- Develops and delivers training to internal staff and external stakeholders on the TWDB's DBE program.
- Collects, produces, and maintains supporting documentation and maintains standards of source documents.
- Assists in developing and maintaining reports for TWDB financial assistance programs and enabling the effective use of program funds.

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).

Job Vacancy Notice (cont.)

Posting number 21-58

- Completes monthly, quarterly, biannual, and annual submission of Federal and State reports covering the Agency's various financial assistance programs; ensures accuracy of the information provided from delegated staff.
- Responds to requests for information on an ad hoc basis for the Office of Water Supply and Infrastructure, Executive level management, the Agency's Board Members, or their respective staff.
- Updates and maintains all existing desktop procedures related to the reporting duties included in their performance plan.
- 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 a bachelor's degree in Public Administration, Planning, Engineering, Business, Finance, or other related fields.
- One to seven years of work experience with procurements, grants, financial assistance programs, or contract management.
 - PS I – 1-2 years experience
 - PS II – 3-5 years experience
 - PS III – 5 years experience
 - PS IV – 5 -7 years experience
- Experience with Microsoft Excel building tables and manipulating data.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Eight or more years of progressive work experience with financial assistance programs, procurements, and/or grants within the water industry, engineering field, finance industry, a governmental agency, and/or another related industry.
- Experience with Microsoft Access building queries, tables, and reports.
- Experience with SQL Server Management Studio building queries and tables.
- Experience with SQL Server Reporting Services building reports.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Reporting Department; and of the principles and practices of public administration.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of state and federal funding programs.
- 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 identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skills in interpersonal skills and the ability to interact effectively with a wide variety of customers and stakeholders.

Job Vacancy Notice (cont.)

Posting number 21-58

- 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 5% 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 work accurately with numerical details in a fast-paced, high volume setting.
- Ability to analyze and interpret financial data.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to work effectively in a dependable, organized, and productive manner in order to plan and arrange workload to meet scheduled deadlines.
- Ability to work as a team member and leader in a courteous and effective manner.

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.