

**Opening Date:** September 7, 2021  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Texas, a field office in TX, or remote working location in TX  
**Posting Number:** 21-80  
**Monthly Salary:** \$3,520.34 - \$5,667.00\*  
**Group/Class:** B19/1572; B20/1573; B21/1574  
**Travel %:** 15%  
**Division/Department:** WSI/PAR/Program Administration  
**Number of Positions:** 1

\* Salary commensurate with experience and qualifications

# JOB VACANCY NOTICE

## DWSRF Coordinator

### (Program Specialist III-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](http://www.workintexas.com) OR

[HR@twdb.texas.gov](mailto: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, 8U000 Unit Deployment Manager, 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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

### Job Description Summary

Performs complex (journey-level) to advanced (senior-level) consultative services and technical assistance work on the TWDB's Financial Assistance programs. Work involves planning, developing, and implementing guidelines, both internal and external, to ensure compliance with the TWDB's programs. Responsible for establishing goals and objectives. Develops guidelines, forms, procedures, policies, rules, and regulations. Develops schedules and setting priorities and coordination with cross-divisional and/or cross-agency teams to maintain standards for achieving established goals. Represents TWDB and its programs to citizen groups and governmental agencies. Leads and serves as the primary point of contact for the Drinking Water State Revolving Fund (DWSRF) program. Oversees and/or participates in special projects/ programs as assigned by the Manager, Division Director, Assistant Deputy Executive Administrator, or Deputy Executive Administrator. May train others. Works under general to limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Program Administration Department.

### Essential Job Functions

- Serves as the Water Supply & Infrastructure (WSI) subject matter expert for the DWSRF program.
- Consults with internal and external stakeholders on program administration, state and federal laws, legislation, rules, regulations, and guidelines pertaining to the administration of the department's financial assistance programs.
- Responsible for providing consultative and technical assistance on state and federal statute, rules, regulations, guidelines, and program administration pertaining to the DWSRF program to internal and external stakeholders.

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 21-80

- Conducts outreach, education and makes presentations to internal and external groups on the TWDB's Financial Assistance programs and outside entities seeking financial assistance from the DWSRF program.
- Manages the intended use plan process for the DWSRF program including developing the invitation package and assisting in preparing the draft Intended Use Plan for Board and EPA approval.
- Oversees the invitation process for the DWSRF program.
- Identifies, develops, and implements policy and process improvements to the DWSRF program, in conjunction with other agency staff members.
- Responsible for cross training on specialty program and backing up the other Program Administration Program Specialists.
- Assists with the Drinking Water Infrastructure Needs Survey and Assessment.
- Participates and contributes as a member of multi-disciplinary teams.
- Develops and maintains detailed process and procedure documents to ensure programmatic sustainability.
- Participates in independent job-related research and demonstrate initiative when seeking solutions to issues.
- Provides superior customer service to internal and external customers.
- Participates in seeking job-related training opportunities.
- 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, Science, Engineering, Business, Finance, or related field.
- Progressive work experience in developing and/or monitoring infrastructure financing programs as follows:
  - Three to five years for Classification 1572, Program Specialist (PS) III;
  - Five to seven years for Classification 1573, PS IV;
  - Seven to nine years for Classification 1574, PS V.
- Relevant education and experience may be substituted on a year-for-year basis.

**Preferred Qualifications**

- Progressive work experience in developing and/or monitoring infrastructure financing programs as follows:
  - More than five years for Classification 1572, PS III;
  - More than seven years for Classification 1573, PS IV;
  - More than nine years for Classification 1574, PS V.

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to Program Administration Department; and of the principles and practices of public administration.
- Knowledge of federal and state funded programs.
- Knowledge of federal and state financial reporting requirements.
- Knowledge of financial systems, word processing and spreadsheet software.
- 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 analyze financial data and interpret and apply accounting theory to difficult or complex transactions

## Job Vacancy Notice (cont.)

Posting number 21-80

- 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 15% 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.