

Opening Date: September 15, 2021
Closing Date: Open Until Closed
Work Location: Austin, TX
Posting Number: 22-01
Monthly Salary: \$3,081.33 - \$4,000*
Group/Class: B17/0160
Travel %: < 5%
Division/Department: WSC/Flood Science & Community Assistance Administration
Number of Positions: 1

* Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Executive Assistant (Executive Assistant I)

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 42A Human Resources Specialist, PS Personnel Specialist, PERS Personnel Administration, 0100 Basic Administration, 3F5X1 Administration 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_AdministrativeSupport.pdf

Job Description Summary

Performs complex (journey-level) professional administrative work for the director, managers, and staff of the Flood Science and Community Assistance Division within the Office of Water Science and Conservation. Work involves maintaining strong multi-tasking, communication, collaboration, and organizational skills to ensure administrative support of the four program areas in the division (Grant Coordination, Community Assistance Program, Flood Modeling, and Flood mapping). The role will require the exercising sound judgement and attention to confidential matters requiring discretion. Duties include preparing, reviewing, tracking, and filing of administrative forms, correspondence, procedural documents, and technical reports. Scheduling meetings, disseminating information to and from the division, including with the general public and stakeholders, and serving as the records management liaison for the division. Duties also include assisting the administrative team of the Office of Water Science and Conservation. May train and supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgement. Reports to the Director of the Flood Science & Community Assistance Division.

Essential Job Functions

- Oversees and assists the director, managers, and staff with all administrative activities and operations in the Flood Science and Community Assistance Division.
- Schedules, coordinates, and prioritizes meetings and appointments; confirms and attends meetings as necessary.
- Prepares, reviews, processes, and/or tracks agency documents, such as internal memos and reports, timesheets, personnel documents, expenditure requests, travel authorizations and vouchers, vehicle request forms, etc.
- Provides assistance to stakeholders, contractors, and consultants.

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.)

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- Disseminates information within the division and with other departments, legislators, Board members, and the general public; ensures timely responses as necessary.
- Assists with preparation and monitoring of performance measures, contracts, and program budgets.
- Processes mail, orders supplies, and coordinates office equipment repairs.
- Answers and routes incoming phone calls; takes messages and refers calls to appropriate staff.
- Updates and maintains staff calendars.
- Assists with development of administrative procedures for the division and adherence to agency policies and procedures.
- Participates in professional development activities by setting and pursuing training goals.
- Assists the administrative team of the Office of Water Science and Conservation with meetings and activities.
- Provides administrative back-up support for the Deputy Executive Administrator and Assistant Deputy Executive Administrator of Water Science and Conservation and to other areas of the agency, when necessary.
- 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 Public or Business Administration, English, Science, or a related field.
- One to two years of progressive experience in office management, administrative support, or customer service.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Work experience with, or for, a government organization, preferably a State of Texas agency and/or in a scientific, engineering, technical, customer service, or financial organization.
- Software experience such as editing and formatting Microsoft Office documents, working with contracting and financial management software, and maintaining web or social media sites.
- Ability to work and communicate effectively with a team and stakeholders or customers, experience with a wide variety of stakeholders.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Flood Science & Community Assistance Division and of the principles and practices of public administration.
- Knowledge in developing and implementing administrative procedures.
- Knowledge of project and program management.
- Skills in using Microsoft Office programs such as Word, Excel, PowerPoint, Teams, and other collaboration software.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Written communication skills such as report writing, report editing, report formatting, and meeting minutes.
- Skills in document and file management, including preparing, routing, tracking, and maintaining accurate communications including records, reports, documents, and correspondence; strong organizational skills.
- Ability to coordinate meetings, travel, special events, and make appointments; experience assisting multiple staff such as an administrative team or a division of staff.

Job Vacancy Notice (cont.)

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- Ability to work independently; apply initiative; solve problems; and handle sensitive information
- 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.

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.