Texas Water Development Board's Mission
Leading the state’s efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer 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 612X LDO - Operations, Surface, SEI15 Enterprise Policy, Planning, Budget, and Management, 97E0 Executive 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 https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

Job Description Summary
Performs advanced (senior-level) managerial work providing direction and guidance in strategic operations and for the activities of the Texas Water Development Board’s Groundwater Division in the Office of Water Science and Conservation. This position oversees a division of four departments – 1) Groundwater Modeling, 2) Groundwater Technical Assistance, 3) Groundwater Monitoring, and 4) Brackish Resource Aquifer Characterization System (BRACS). Work involves establishing goals and objectives, developing guidelines, procedures, policies, rules, and regulations, developing schedules, priorities, and standards for achieving established goals, coordinating and evaluating division activities, developing and evaluating budget requests, monitoring budget expenditures, and managing the daily operations and activities of the Groundwater Division. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Reports to the Deputy Executive Administrator for Water Science and Conservation Office.

Essential Job Functions
• Provides the vision and implements strategies to advance groundwater models and modeling, groundwater monitoring and data collection/dissemination, providing technical assistance to stakeholders, and brackish groundwater characterization and mapping.
• Provides effective leadership and management of staff, departments, programs, and the division.

Female and minority applicants are encouraged to apply.

The 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 (Supervisory)
Revised 5/10/22
Advises and supports the Deputy Executive Administrator of Water Science and Conservation office.
Manages all project activities within the division, providing technical direction and guidance.
Establishes goals and objectives within the division that support relevant agency strategies.
Collaborates with other Divisions in WSC to share and integrate information and coordinate tasks and projects of mutual interest.
Reviews and edits internal technical reports.
Assists with review and analysis of legislation related to the duties of the division.
Prepares agency and program information to external stakeholders and state, local, and federal entities, including providing testimony and serving as a resource witness to legislative staff and committees.
Monitors completion and reports progress of division work activities.
Evaluates division performance to ensure tasks and projects are completed in a timely manner and recommends and leads improvements.
Directs division administrative activities and adherence to procedures related to organization, budget, and personnel.
Manages the performance of direct reports, to include, timely completion of plans and appraisals, and follow through on disciplinary actions as needed.
Authorizes division hiring, separations, disciplinary actions, and employee performance rewards.
Ensures quality customer service and interact with both internal and external stakeholders in a professional and effective manner.
Maintains confidential and sensitive information.
Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
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.
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 Geologic Sciences, Civil/Environmental Engineering, Hydrology, Water Resources, Physical/Natural/Environmental Sciences, Public Administration, or a related field.
- Five years of professional technical experience in groundwater-related projects, geological sciences, groundwater research activities, and/or closely related technical work.
- Four years of progressively responsible professional work experience managing projects and/or programs.
- Three years of professional experience supervising staff (including multi-disciplinary teams).
- Licensed as a Professional Geoscientist by the State of Texas.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications
- Graduate degree from an accredited college or university with a bachelor’s degree in Geologic Sciences, Civil/Environmental Engineering, Hydrology, Water Resources, Physical/Natural/Environmental Sciences, Public Administration, or a related field.
- Six or more years of professional technical experience in groundwater-related projects, geological sciences, groundwater research activities, and or closely related technical work.
- Five or more years of progressively responsible professional work experience managing projects and/or programs.
- Four or more years of professional experience supervising staff (including multi-disciplinary teams).

Knowledge, Skills, and Abilities (KSAs)
- Knowledge of local, state, and federal laws and regulations and institutions relevant to the Groundwater Division, and of the principles and practices of public administration and management.
• Knowledge of geologic sciences and technical principles and methods applicable to groundwater flow modeling, groundwater data, and aquifer characterization and mapping.
• Possesses necessary skills and comprehensive knowledge to perform the job.
• Skills in establishing plans and setting objectives and goals that support an overall business strategy.
• Skills in strategic and critical thinking, negotiation, and decision-making.
• Skills in project management and grant/contract administration, including time-management and prioritization.
• Skills in mediation and facilitation to assist customers and stakeholder groups throughout the state.
• Skills in communicating with elected, local, state, and federal officials, stakeholders, and the media.
• Skills in the use of Microsoft Office programs including Word, Excel, Access, and Adobe Pro.
• Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
• Ability to lead projects and perform duties as assigned without direct supervision.
• 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 willing 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 or provides additional oversight to complete difficult tasks.
• 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 in 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.
• Ability and willingness to travel 20% 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.