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, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 42A – Human Resource Specialist, LS – Logistics Specialist, 3372 – Marine Aide, 0111 – Administrative Specialist, 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. Reports to the Chairwoman of the Board.

Additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Job Description Summary
Provides highly complex (senior-level) to advanced (senior-level) administrative support for two full-time, Governor-appointed Board Members and their Chiefs of Staff in a dynamic, fast-moving work environment. Manages written and verbal communication between the Board, agency employees, elected officials, external stakeholders, and public and private sector entities. Coordinates and oversees a variety of management and executive-level administrative activities. Coordinates and tracks executive assignments and activities, makes travel arrangements, schedules meetings, answers the telephone, responds to inquiries, and works on various assignments. May train others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Reports to the Chairwoman of the Board.

Essential Job Functions
- Provides comprehensive administrative executive-level assistance.
- Schedules, coordinates, and prioritizes internal and external appointments and meetings.

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. 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).

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• Interacts frequently via telephone and email with staff of other state, local, and federal agencies, associations, and elected officials.
• Coordinates communication between the Board and the offices of elected officials at the local, county, state, and federal level.
• Assists in the coordination, delegation, and tracking of various administrative assignments and/or activities within the Board Members office.
• Composes and prepares emails, correspondence, memos, reports, and other documents using Microsoft Office products.
• Develops comprehensive travel agendas, schedules travel arrangements, and prepares itineraries for the Board Members and their Chiefs of Staff, as needed.
• Prepares and submits travel vouchers for reimbursement.
• Reviews correspondence and routes for processing or, as needed, drafts responses.
• Provides assistance and support regarding agency policies and procedures.
• Assists in budget preparation and management, including the preparation of expenditure requests for the purchase of supplies, equipment, staff travel, and other purchases and services.
• Performs research and analysis related to agency business.
• 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, or a related field.
• Three or more years of progressive experience in providing high-level professional assistance work to an executive, legislator, or board.
• Experience preparing correspondence and/or reports for an executive.
• Experience planning, scheduling, and coordinating meetings and appointments for or with executives.
• Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications
• Experience preparing correspondence and/or reports for a legislative office or board.
• Experience planning, scheduling and coordinating meetings and appointments for or with elected officials or board members.
• Experience working with the Texas Legislature or Texas state agencies (internally or externally).

Knowledge, Skills, and Abilities (KSAs)
• Knowledge of local, state, and federal laws and regulations relevant to the Board; and of the principles and practices of public administration.
• Knowledge of office management principles, practices, and standard administrative procedures.
• Knowledge of rules relating to confidential information and open records.
• Knowledge of state travel rules and regulations.
• Knowledge of state government policies, procedures, and legislative processes.
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- Knowledge of budget management and processes.
- Skill in time management and planning, prioritizing, and organizing workload to meet deadlines.
- Skill in the use of Microsoft Office programs such as Outlook, Word, PowerPoint, and Excel.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skill in recording meeting minutes and identifying items for follow-up action.
- Skill in the use of standard office equipment.
- Skill in preparing and maintaining accurate records, reports, and documents.
- Skill in providing excellent customer service, both internally and externally.
- Ability to handle dynamic, fast-moving work environment while managing multiple critical tasks.
- Ability to manage interactions and maintain relationships with a wide range of stakeholders around the state.
- Ability to work effectively with agency executives.
- 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 analyze and solve complex work problems independently.
- Ability to prepare complex correspondence, proofread, and edit.
- Ability to communicate effectively and courteously with legislators, department staff, and the general public.
- Ability to plan and schedule meetings and make travel arrangements.
- Ability to work and cooperate with others in a team environment.
- 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 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 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 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.