

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD  
JOB POSTING**

**Opening Date: September 8th, 2022**

**Closing Date: Open Until Filled**

**Position Title: Government Relations Specialist I**

**Group/Class: B23/1890**

**Starting Salary: \$55,184.00-\$60,000.00\***

**Work Location: Temple, TX**

**Travel: As needed**

**Reports to: Programs Officer**

*\*Salary commensurate with experience and qualifications*

**GENERAL DESCRIPTION**

Assists with strategic planning, preparing, and disseminating programmatic information/education, maintaining relations with legislative staff and agricultural industry representatives, preparing materials for legislative hearings, open records and public information requests, agency rulemaking, and sunset reviews. Assists the Programs Officer with monitoring the legislative processes impacting the agency. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Develops and carries out operational procedures for implementing programs and establishes methods for measuring progress related to their implementation.

**EXAMPLES OF WORK PERFORMED**

Participates in agency activities related to the legislative session; and attends legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons. May represent the agency before legislative committees and provide testimony as needed.

Assists with responding to legislative inquires and reviews and edits legislative correspondence. Assists with maintaining a database of legislative staff contacts. May develop informational materials for use during legislative sessions.

Assists with receiving and responding to open records requests and maintains all related record keeping.

Assists with facilitating rulemakings and managing routine rule review actions; assists with implementing the agency's rule review process.

Assists with strategic planning and develops agency documents and reports.

May attend important meetings with representatives of agricultural industry, as well as local, state, and federal government agencies.

Collects, organizes, and analyzes data required in the development, implementation and evaluation of plans or programs to implement resource conservation and nonpoint source pollution abatement measures.

Participates in planning conferences, workgroups and task forces as assigned.

Consults and communicates with other departments, agencies, soil and water conservation districts and other groups in furthering interest and/or action regarding agency plans and programs.

Prepares and presents presentations on TSSWCB and programs.

Develops proposals and coordinates projects to address various TSSWCB conservation initiatives.

Tracks deliverables, maintains files, developing form letters, and generates reports.

Performs other duties as assigned.

## **EXPERIENCE AND EDUCATION**

Experience in planning and compiling and analyzing data and information. Graduation from an accredited four-year college or university with major course work in agriculture, watershed management, environmental science, natural resource conservation, water resources or a related field is required. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of applicable local, state, and federal ordinances and laws. Ability to communicate with others to provide information, advice, and guidance to technical and program officials and provide/obtain information from agency employees, state and local planning commissions, and other organizations on a variety of controversial or complex issues. Knowledge of conservation planning; government organization and administration; formulation, coordination, and implementation methodologies; the agency's mission and interrelation with other departments. Ability to evaluate planning material prepared by consultants and other departments. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows and Microsoft Office. Proficiency in Microsoft Word, Access, Excel, PowerPoint, and Adobe Acrobat Pro are required. Good written and oral skills are required. Knowledge of applicable state and federal rules and regulations is preferred. Incumbent must be able to accomplish light lifting (15-44 lbs.) safely and participate in sustained moderate

physical activities with full range of motion. Must have the ability to work effectively in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

## **APPLICATION PROCESS**

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the WorkInTexas website at <http://www.workintexas.com>.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department  
Texas State Soil and Water Conservation Board  
1497 Country View Lane  
Temple, TX 76504-8806

## **VETERAN'S PREFERENCE**

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 8831, 9S100 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at: <https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

## **SELECTION INFORMATION**

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB. At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire. TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

*The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.*