

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

**Opening Date: September 14th, 2022**

**Closing Date: Open Until Filled**

**Position Title: Planner II**

**Group/Class: B19/0517**

**Monthly Salary: \$3,520.34**

**Work Location: Harlingen, TX**

**Travel: As needed**

**Reports to: Harlingen Regional Manager**

**GENERAL DESCRIPTION**

Serves as staff planner performing agronomic work. Develops water quality management plans. Develops procedures for implementing plans and provides support in planning management and implementation of programs. Performs surveys and designing advanced technical field work related to engineering and environmental functions. Responsibilities include collection and correlation of data related to NPS abatement and provides input into establishment of Water Quality Management Programs and practices related to agency responsibilities in soil and water conservation nonpoint source pollution management and other areas. Works under minimal supervision.

**EXAMPLES OF WORK PERFORMED**

Assists in coordinating, planning, development, implementation of agency managed water quality management plans.

Prepares, processes, and maintains reports.

Performs technical work necessary for the development and certification of water quality management plans.

Assists in overseeing the collection of engineering data required for water quality management plan development and certification.

Makes structural and design calculations for proposed projects; assembles and reviews calculations from other sources.

Prepares estimates, plans, and specifications. Plans, organizes, and schedules engineering and geological work projects.

Confers with contractors on plans, specifications, and quality of work.

Audits construction project documents to ensure compliance with plans, specifications, and estimates.

Maintains construction project records and processes the related paperwork.

Provides technical support and training to other staff as necessary.

Provides information and guidance to agriculture producers in conjunction with agency programs.

Performs other duties as assigned.

## **EXPERIENCE AND EDUCATION**

Experience in planning work. Graduation from an accredited four-year college or university with major coursework in agriculture or natural resources is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research. Skill in the use of a computer and applicable software, in applying statistical tools to data, in preparing reports, and in collecting and analyzing demographics and statistics. Ability to evaluate planning material, to conduct research, and to communicate effectively.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must have or obtain a valid Driver's License.

## **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 OS, YN, YNS, 611X, 612X, 641X, OSS 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.*