

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB DESCRIPTION

Opening Date: February 1, 2024

Closing Date: Open Until Filled

Position Title: Program Supervisor V

Group/Class: B21/1584

Monthly Salary: \$4,273.17- \$5,833.34* (salary commensurate with experience)

Work Location: San Angelo, TX

Travel: As needed

Reports to: Regional Office Coordinator

GENERAL DESCRIPTION

Performs highly advanced (senior-level) administrative and supervisory work. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Plans, assigns, and supervises the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees activities of staff within a program area.

Oversees program budget requests at the regional office level.

Oversees the preparation of program management and productivity reports.

Oversees the conduct of special investigations and program analyses.

Oversees program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and oversees program evaluation activities.

Assists with development of program guidelines, procedures, policies, rules, and monitors compliance with policies and procedures.

Implements techniques for evaluating programs.

Plans, implements, coordinates, monitors, and evaluates programs.

Plans, assigns, and supervises the work and productivity of others.

Provides technical assistance in a program area.

Performs related work as assigned.

EDUCATION

Experience in the administration of a program relevant to assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of public administration and management and of local, state, and federal laws and regulations relevant to the program area.

Ability to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare concise reports; to communicate effectively; to oversee program activities; and to plan, assign, and supervise the work and productivity of others. Incumbent must be able to safely and legally operate a motor vehicle, safely accomplish moderate lifting (15 to 44lbs), maintain moderate physical activity with full range of motion.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail the 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, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 18F, 35X, 30A, 351M, 641X, ISS, OSS, 8999, 0210, 16GX, 35, 30, 02 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.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.