



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-115</b>		
<b>Business Title: Planner</b>	<b>State Classification: Planner IV</b>	
<b>Salary Group: B24</b>	<b>Salary: \$5,670.00- \$6,500.00 (month) \$68,040.00 - \$78,000.00 (year)</b>	<b>Hours/Week: 8:00am – 5:00pm, M-F</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd., Austin TX 78701</b>		
<b>Posting Date: 06-14-2024</b>	<b>FLSA Status: Non-Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: Chief Operations</b>		<b>Program: Planning and Space Management</b>

**Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).**

**JOB SUMMARY:**

Performs advanced planning, programming and research work. Work involves defining state agencies' space requirements, analyzing space functions, developing solutions and making recommendations. Collects, organizes, and analysis of program data for the Master Facilities Plan and other reports. Works under minimal supervision with moderate latitude for the use of initiative and independent judgement.

**ESSENTIAL FUNCTIONS:**

- Collects, organizes, and analyzes data required to develop space programs.
- Reviews and evaluates planning material for contractual compliance.
- Prepares reports and assists in making presentations.
- Researches and analyzes local, state and national trends, policies, legislation, regulations and makes recommendations.
- Consults and communicates with other departments and other agencies.
- Conducts field surveys of state-owned facilities to determine compliance with space utilization guidelines and requirements.
- Assists with developing and implementing program goals, objectives and documenting procedures.
- Assists in the development and implementation of Space Management database and maintains space utilization database.
- Records, monitors and invoicing of parking and non-state agency space contracts.
- Participate in technical, policy and interagency planning meetings.
- Perform other related work as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major course work in city or regional planning, business, public administration, political science, or related field is preferred.
- One (1) year of experience in space planning, programming, and research work.
- Education and experience may be substituted for one another on a year-for-year basis.

**Preferred Qualifications:**



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- Experience working with state government (Texas) laws and procedures preferred.
- Experience with AutoCAD, Revit or similar preferred.
- Knowledge of basic elements of construction and timelines.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of agency rules, regulations, policies and procedures.
- Ability to evaluate planning material, to conduct research and communicate results effectively.
- Demonstratable experience with Excel, Access databases, and Word.
- Ability to communicate effectively, both orally and in writing, and to interact with executive staff and the public in a professional and courteous manner.
- Ability to maintain accuracy and attention to detail.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved. May require some physical activity such as walking in relation to building observation.

## **WORK SCHEDULE:**

- 8:00 am to 5:00pm, Monday through Friday.
- Must be able to work flexible hours during a legislative session.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 17E Electronic Warfare Specialist, 25A Signal Operations YN Yeoman, 612X LDO - Operations, Surface, ISS Intelligence Systems Specialist (Warrant), 212 Technical Surveillance Countermeasures (TSCM) Specialist, 0203 Ground Intelligence Officer, 3D0X1 Knowledge Operations Management, 16RX Planning and Programming, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 16627501**

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