



# Texas Facilities Commission Employment Opportunities

<b>JOB Vacancy Notice: FY 24-128</b>		
<b>Business Title: Program Specialist</b>		<b>State Classification: Program Specialist V</b>
<b>Salary Group: B21</b>	<b>Salary: \$6,166.67 (month) \$74,000.00 (year)</b>	<b>Hours/Week: 8:00 am – 5:00 pm, M-F*</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 08/13/2024</b>	<b>FLSA Status: 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: S&amp;S - Fire Controls</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).**

\* May work extended hours and weekends as necessary.

### **JOB SUMMARY:**

Performs highly advanced (senior-level) consultative services and technical assistance work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Oversees the maintenance, testing, and alterations of fire alarms, fire suppression, security, access controls, and related systems. Prepares budgets, receiving reports, risk management policies, administrative support to the Director and other operations functions. May provide guidance to others.

### **ESSENTIAL FUNCTIONS:**

- Performs program planning within the Risk Management Program.
- Provide administrative and technical assistance to the Director and Fire Controls Manager.
- Develop and implement plans, technical reports, and procedures.
- Review and track life safety violations through the agency’s portfolio.
- Serves as liaison with other agencies and organizations.
- Develop new Risk Management Systems, implement processes for management deadlines, prepare contract renewals, badge renewals, software upgrades, and other software license renewals.
- Provide emergency management training to departments and external agencies.
- Reviews budgets for accuracy and recommends adjustments for more effective use of funds.
- Provides advice and assistance concerning budget and funding procedures and methods.
- Assists in the preparation of budgets to provide management with expenditure data, trends, and recommendations.
- Process requisitions and monitor receiving reports for budget tracking.
- Develops methods and procedures for gathering, compiling, and analyzing statistical data.
- Develop training presentations for life safety and security topics.
- May provide fiscal notes and other risk management related assistance to legislative staff during the legislative session.
- Prepare, edit, and distribute correspondence, reports, and documents.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED



## Texas Facilities Commission Employment Opportunities

- Four (4) years of experience in the management of one of the following program areas: risk management, administrative support, business, or budget management.
- Education and related experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

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

- Knowledge of risk management concepts and techniques.
- Knowledge of government organization and administration; planning, formulation, coordination, and implementation methodologies.
- Ability to analyze and evaluate planning materials, to communicate effectively, and to supervise the work of others.
- Skill in the use of personal computers and software applications, including automated information tracking systems and standard office equipment.
- Skill in organization.
- Skills in presentation and negotiation.
- Skill in gathering and analyzing accurate and relevant information.
- Ability to analyze agency policies and programs for compliance with applicable state and federal statutes, standards, rules, and business continuity guidelines.
- Ability to train others.
- Ability to exercise initiative and creativity.
- Ability to maintain effective working relationships within and outside the agency with persons having all levels of skill and education.
- Ability to identify problems, evaluate alternatives, and recommend effective solutions.
- Ability to provide excellent customer service.
- Ability to handle multiple tasks and perform data entry.

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

This classification normally functions in a standard office environment but may be exposed to dangerous environments while visiting various agency work locations or when responding to crisis situations.

**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 OS Operations Specialist, 611X LDO Deck, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 8U000 Unit Deployment Manager, 16GX Airport Operations Staff Officer, 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.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



## Texas Facilities Commission Employment Opportunities

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.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.

**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.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**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 Number: 16715727**

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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