



Texas Facilities Commission

Employment Opportunities

Job Vacancy Notice: FY 24-133		
Business Title: Administrative Assistant	State Classification: Administrative Assistant IV	
Salary Group: A15	Salary: \$4,416.67 (Month) \$53,000.04 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 08/29/2024	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Risk Management Division	Program: Safety and Security	

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.

JOB SUMMARY:

Performs advanced (senior-level) work in the security and safety program. Work involves establishing goals and objectives; developing guidelines, procedures, rules; developing schedules, priorities, and standards for determining progress and achieving established goals; and coordinating and evaluating program activities. Performs administrative support work involving disseminating information, preparing correspondence, and maintaining filing systems. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Plans, develops, coordinates, reviews, revises, implements, and evaluates safety, security, and loss control policies and procedures, correspondence, directives, and publications.
- Prepares and disseminates information concerning agency programs, services, and procedures.
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
- Answers and routes phone calls; routes mail, files, and orders; and maintains office supplies.
- Creates, maintains, and enters information into databases.
- Compiles data for charts, graphs, databases, summaries, or reports. Maintains scheduling and event calendars.
- Monitors and determines the effectiveness of the Safety Program and recommends solutions to problems.
- Identifies and analyzes perils, risks, and hazards to which the agency, its employees, or the public might be exposed.
- Direct or review damage, or loss claims notification procedures; claims investigation and analysis procedures; loss control procedures.
- Reviews files, reports, and programs for compliance with applicable state and federal laws relating to the Safety Program.
- Conducts presentations to management on Safety Program, losses, liabilities, and risk exposures.
- Oversees and performs work related to accomplishing loss avoidance, prevention, reduction, retention, transfer, and control assessment for safety programs.
- Provides or coordinates safety training for employees.
- Develops methods and procedures for gathering, compiling, and analyzing statistical data.
- Assist in the development and implementation of emergency management plans for recovery decision making, communications, and continuity of critical processes to ensure continuity of operations and governance principles.



Texas Facilities Commission Employment Opportunities

- Reviews and evaluates risk assessment, business impact analysis plans and planning proposals, and materials; assists in the development and implementation of business continuity plans and procedures.
- Develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Administers the billing process and eligibility monitoring functions for contract billings.
- Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.
- Assists with negotiating contracts, contract renewals, and amendments.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in business management, public administration, Communication, Journalism, Broadcasting, contract management, or a related field.
- Four (4) years of experience in the management of one of the following program areas: risk management, communications, building management, public safety, and/or safety program administration.
- Education and related experience may be substituted for one another on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of office practices and administrative procedures.
- Knowledge of workers' compensation management.
- Knowledge of government organization and administration; of planning, formulation, coordination, and implementation methodologies; and of disaster recovery concepts.
- Skill in the use of personal computers and software applications, including automated information tracking systems.
- Skill in organization.
- Skill 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 professional risk management guidelines.
- Ability to train others.
- Ability to handle multiple tasks.
- Ability to supervise the work of 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 implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.
- Ability to provide excellent customer service.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

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

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a workday as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to 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 15P Aviation Operations Specialist, AZ Aviation Maintenance Administrationman, 741X CWO - Ship's Clerk, YN Yeoman, PERS Personnel Administration (Warrant), 0100 Basic Administrative Marine, 170 Personnel Officer (Warrant), 3F5X1 Administration, 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.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.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.

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

WIT Job Number: 16738781

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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