



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-21		
Business Title: HUB Coordinator	State Classification: Program Specialist IV	
Salary Group: B20	Salary: \$4,013.17-\$6,456.00 (month) \$48,156.00-\$77,472.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/17/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
Division: Chief Operations	Program: Historically Underutilized Business	

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 moderately complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgement.

ESSENTIAL FUNCTIONS:

- Provides assistance with the implementation and administration of agency's HUB program.
- Monitors required performance contracts, reports, and recommends appropriate changes for HUB Compliance
- Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules for assigned program.
- Reviews and evaluates information on service delivery system methods, outputs, activities, and trends to identify gaps in resources and recommends and implements improvements to resolve technical problems.
- Review and approval of HUB Subcontracting Plans.
- Assist with the transition of department manual processes to agency technology platforms.
- Conducts training and provides guidance on HUB Compliance to staff and vendors on the development and integration of new or revised methods and procedures.
- Assists in the planning and/or preparation of reports, manuals, publications, and specialized projects.
- Assist with coordinating events, meetings, seminars as directed by arranging facilities, issuing invitations and coordination agendas, presentations, and notes for any HUB meeting.
- Provides clear communication: verbal and written to all levels of agency personnel and contractors with tact and diplomacy and excellent customer service.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

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



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- Minimum of five (5) years of Statewide HUB program, contract management, procurement and or business experience including one (1) of lead work experience.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the HUB Program rules and practices.
- Knowledge of the state legislative process, state procurement process and state government administration and or business practices.
- Knowledge of contract administration, procurement, business regulations, and policies.
- Knowledge of office practices and administrative procedures.
- Knowledge in reconciliation of payment compliance
- Knowledge of writing training guides and or department procedures
- Skill in data analytics and leverage technology for efficiency and accuracy
- Skill in compiling, analyzing, evaluating, and presenting information.
- Skill in public speaking and marketing of a program or business
- Skill in conducting virtual presentations and or meetings
- Ability to meet attendance requirements
- Ability to work under pressure and effectively handle multiple, competing priorities and deadlines.
- Ability to maintain effective working relationships within and outside the agency.
- Ability to identify problems, evaluate alternatives, and recommend effective solutions.
- Ability to effectively communicate, verbally and in writing, at all levels of the agency and with contractors with tact and diplomacy.
- Ability to deal with politically sensitive and confidential issues.
- Ability to pay close attention to detail, ensuring accuracy in work.
- Ability to interpret rules, regulations, policies, and procedures.

REGISTRATION, CERTIFICATION OR LICENSURE:

- State of Texas Certified Contract Developer (CTCD), Certified Contract Manager (CTCM) or equivalent, or ability to obtain Texas certification within six (6) months of employment.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

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 work-day 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 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

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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_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.

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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 Number: 16250273

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