



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-23		
Business Title: Manager of Planning & Space Management	State Classification: Manager III	
Salary Group: B24	Salary: \$7,500.00 - 9,166.67 (month) \$ 90,000.00 – 110,000.04 (year)	Hours/Week: 8am – 5pm, Mon – Fri
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/19/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Planning & Space Management

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 complex managerial work administering the daily operations and activities of the Planning and Space Management department. Work involves establishing goals and objectives; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating agencies' space request with state-owned building available unassigned office space. Routinely communicates with agency heads, and their leadership teams to strategize on assigning the most appropriate space that meets a requesting agency's identified requirements. Forecast future year total square footage requirements of state agencies and provides weekly, monthly, quarterly, and annual reports to the executive director and commissioners' Space Planning and Real Estate Management Committee. Manage department's budget expenditures. Supervises the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Manages day-to-day activities of staff within the Planning and Space Management department.
- Communicates and collaborates with the agency directors and executive staff to develop and implement plans for the allocation of state-owned building space.
- Ensures Space Management team maintains established occupancy rates in state-owned buildings.
- Ensures all agency space allocation assignments are in accordance with statutory and policy guidance.
- Develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.
- Develops and implements techniques for evaluating business function, division, or department activities.
- Develops and evaluates budget requests, monitors budget expenditures, and adjusts as necessary.
- Plans, develops, implements, and evaluates policies and procedures, and monitors compliance with policies and procedures.
- Prepares management and productivity reports; and reviews and approves documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
- Identifies areas of needed change and makes recommendations to improve operations.
- Provides technical expertise and guidance regarding questions related to the business function, division, or department.
- May plan and develop a budget for a business function, division, or department.
- May confer with executive management to develop strategic plans and long- and short-term goals for the department.
- May manage the preparation, development, review, and revision of legislation.
- May oversee special investigations, program analyses, research studies, and internal audits.
- Supervises 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 a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.
- Experience in the management of a business function, division, or department relevant to the assignment.

KNOWLEDGE, SKILLS & ABILITIES:



Texas Facilities Commission Employment Opportunities

- Knowledge of local, state, and federal laws and regulations relevant to a business function, division, or department; and the principles and practices of public administration and management.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Strong ability to effectively communicate both orally and in writing and to interact with staff and the public in a professional and courteous manner.
- Ability to convey complex ideas and concepts to a variety of audiences.
- Ability to use a computer and applicable software.
- Ability to manage business functions, division, or department activities.
- Ability to establish goals and objectives; to devise solutions to administrative problems.
- Ability to develop and evaluate administrative policies and procedures.
- Ability to prepare reports.
- Ability to communicate effectively.
- Ability to supervise the work of others.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved.

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 111X URL-Surface Warfare, SEI15 Enterprise Policy, Planning, Budget, and Management, Ground Intelligence Officer, 0203 Ground Intelligence Officer, 8U000 Unit Deployment Manager, 16GX Air Force 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.

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.

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 Job Number: 16254782

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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