



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 24-58</b>		
<b>Business Title: Program Specialist</b>		<b>State Classification: Program Specialist II</b>
<b>Salary Group: B18</b>	<b>Salary: \$3,543.42-\$5,639.25 (month) \$42,521.04 - \$67,671.00 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 02/13/2024</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: Historically Underutilized Business</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 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.
- Prepares and disseminates information concerning agency’s HUB program and procedures.
- Performs data entry and file retrieval related to the HUB compliance system and filing systems.
- Maintains file record keeping and records management system.
- Assist with creating purchase requisitions and tracking of receipt of good of services.
- Acts as the department travel coordinator and records retention coordinator
- 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.
- Maintain HUB calendar and webpage, office schedules and appointments requiring interaction with both internal and external stakeholders.
- Coordinate and update outreach materials and informational handouts for HUB programs.
- Answers phones, take messages; and greets and directs visitors to the appropriate staff; responds to inquiries and responds with program information and procedures.
- 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 high school and or 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.
- 2 years’ experience in administrative support, HUB, procurement, contracts, and or business

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

- Knowledge of office practices and administrative procedures.
- Skill in the use of a personal computer and applicable programs, applications and systems ( CAPPs, ERP, procurement/compliance platforms and B2G) .
- Knowledge of planning and managing events.



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- Ability to provide exceptional customer service to internal and external customers
- Knowledge of working with ZOOM/TEAMS platforms.
- Ability to quickly increase knowledge in areas of required proficiency.
- 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.
- Skill in managing multiple, competing tasks.
- 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.

## **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](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, Surface, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 16GX Air Force Operations Staff Officer, 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\\_Program\\_Management.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Program_Management.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.

## **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 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: 16441914**

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