



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-64		
Business Title: Program Specialist	State Classification: Program Specialist III	
Salary Group: B19	Salary: \$5,167.00 (month) \$62,004.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 02/22/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Leasing Services

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 routine (Senior-level) technical assistant work for the State Leasing Services program. Provides administrative and technical assistance to State Leasing Manager and Regional Lease Officers. Work involves communicating with internal and external customer agencies and private sector interests regarding State Leasing Services information. Works under minimum supervision with minimum limits for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Provides customer service related to agency leasing policies and procedures, resolves problems and conducts transactions with a high degree of customer satisfaction and positive experience.
- Provides administrative and technical assistance to State Leasing Manager and Regional Lease Officers.
- Supports leasing processes, including the preparation, review, proofing, and editing of lease specifications, lease contract, contract amendments, memos, and business letters.
- Process all required documents/notices needed to procure lease space for state agencies through the RFP process following agency statutes, rules and government codes.
- Responsible for processing purchase requisitions using the APS system necessary in posting RFP's in the city/town newspaper per agency requested location and post notices in the Texas Register in compliance with statutes, rules and codes.
- Create projects in Project Path and maintain related documents used to establish ongoing electronic and hard copy lease records.
- Responsible for processing the monthly TFC State Leasing Services spreadsheets, graphs and lease documents to be approved for the TFC Commission notebooks.
- Responsible for processing the quarterly Performances Measures and Year-End SWCAP reports.
- Responsible for the creation, collection and maintenance of appropriate information pertaining to the lease contract including but not limited to property information and address, lessor/property management information, occupying agency contact information and associated legislative members information for lease records in Manage Path.
- Responsible for updating leasing procedures and leasing templates and performs other duties as assigned.
- Responsible for Open Records requests, TI Security requests, and Fire Warden for TFC State Leasing Services.
- Responsible for managing Records Retention for TFC State Leasing Services.

MINIMUM QUALIFICATIONS:

- Graduation from high school or completion of GED.
- Four (4) years' experience in office administration support.
- College education in business administration or technical training in office administrative support or a related field may be substituted for experience on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.
- CPA Texas Contract Developer Certification Training (CTCD) is preferred. Can be earned on the job training.



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KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of office practices and administrative procedures.
- Knowledge of administrating commercial real estate leases, commercial space management, commercial property management, and/or commercial real estate administration.
- Skill in multitasking, planning, organizing and implementing program initiatives.
- Skill in proofreading general correspondence, contracts, and technical data for accuracy.
- Advanced skill in the use of word processing, spreadsheet applications and other related computer programs.
- Ability to follow agency leasing policies and procedures and make decisions based on applicable statutes and regulations.
- Ability to do basic mathematical calculations.
- Ability to work effectively with state agencies, private enterprises, and the general public.
- Ability to comprehend and implement program goals, objectives and operations and relate these to administrative objectives and missions.
- Ability to communicate effectively, both orally and in writing.

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 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.

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: 16456994

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