



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 24-84</b>		
<b>Business Title: Program Supervisor</b>		<b>State Classification: Program Supervisor VI</b>
<b>Salary Group: B23</b>	<b>Salary: \$4,833.34 - \$7,833.34 (/Month) \$58,000.08-\$94,000.08 (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: 04/01/2024</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: General Counsel</b>		<b>Program: General Counsel-Records Management</b>

**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:**

This position will be responsible for technical assistance work for the Records Management and Mail Services Program. Work involves assisting with mailroom activities for the agency; budgeting and managing general supplies for the agency; performs records and information management work designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program; and additional administrative duties relevant to the various business needs throughout the agency. Works under limited supervision with latitude for the use of initiative and independent judgement.

### **ESSENTIAL FUNCTIONS:**

- Develop, maintain, and implement the agency’s records retention schedule and assistance with developing and conducting surveys, inspections, or reviews to determine compliance with records management requirements, laws, regulations, policies, and procedures.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the management of records, including training for agency staff.
- Review the effectiveness of the agency’s record-keeping practices and records management systems and propose recommendations for improvement.
- Identify vital records and create and maintain the agency’s vital records protection and disaster recovery plans.
- Prepare administrative reports, studies, and specialized research projects, including preparation and evaluation of program budget requests.
- Procures the agency’s office supplies and maintains by identifying inventory, determining reorder points, keeping supplies stocked and performing quarterly and annual year-end inventories.
- Works on mail service daily assisting divisions with mail service activities.
- Supervises the work of staff within the program area.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Experience in administrative support work.
- Graduation from an accredited four-year college or university.
- Experience and Education may be substituted.
- Valid State of Texas Class “C” driver’s license and ability to operate a State motor vehicle.



# Texas Facilities Commission Employment Opportunities

## **PREFERRED QUALIFICATIONS:**

- Certification in records management

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

- Knowledge of foundational records management theory and practice; records management laws, regulations, rules, policies and procedures; and principles and concepts of information governance and various phases of records and information management.
- Knowledge of the design, implementation, and management of a records management program.
- Ability to research, analyze, and evaluate data and information to formulate conclusions and communicate guidance orally or in writing; to apply standardized information management strategies and procedures to unusual and/or critical situations; and to communicate effectively.
- Skill in restocking inventory, assessing inventory levels/re-order points and performing quarterly and annual year-end inventory.
- Skill in operating computers and applicable software/applications.
- Skill in preparing correspondence and documents, including writing and editing reports.
- Ability to proofread and review documents and systems for clarity, consistency and ensure attention to detail and quality of the work.
- Ability to prepare and maintain forms, files, and reports.
- Ability to multi-task, prioritize and meet deadlines.
- Ability to maintain effective working relationships with internal and external customers.
- Ability to communicate effectively, both orally and in writing.
- Ability to oversee and/or 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, 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 50 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 611X LDO - Deck, Surface, BOSN Boatswain (Warrant), 0203 Ground Intelligence Officer, 3D0X1 Knowledge Operations Management, 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.

## **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

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](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. 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.

**WIT Job Number: 16523409**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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