



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 25-03</b>		
<b>Business Title: Director</b>		<b>State Classification: Director VI</b>
<b>Salary Group: B31</b>	<b>Salary: \$9,782.00 - \$16,543.50 (Month) \$117,384.00 - \$198,522.00 (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: 09/06/2024</b>	<b>FLSA Status: non-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: Facilities Design and Construction</b>		<b>Program: Facilities Design and Construction</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 highly advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves assisting the Deputy Executive Director in; establishing a strategic plan, goals and objectives for capital projects; developing policies; reviewing/approving guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Oversees and directs, under the Deputy Executive Director's delegation, the activities of programs and staff within Facilities Design and Construction Division; provides direction, guidance, and assistance.
- Develops short- and long-term strategic planning and ongoing strategic analysis.
- Performs division planning and supervision, under the Deputy Executive Director's delegation, of professional and administrative staff.
- Establishes goals and objectives consistent with agency strategic plan; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
- Supervises and monitors design and construction projects.
- Plans, develops, implements, coordinates, monitors, and evaluates policies.
- Reviews guidelines, procedures, rules, and regulations; monitors compliance.
- Reviews and approves management, productivity, performance measures and financial reports and studies.
- Reviews budgets; recommends final approval.
- Reviews and recommends final program area approval of contracts.
- Troubleshoots contract performance issues and provides guidance on corrective measures.
- Develops and implements techniques for evaluating program activities.
- Evaluates and identifies areas of needed change; recommends solutions.
- Reviews results of internal audits, research studies, forecasts and modeling exercises to provide direction and guidance; reviews and evaluates the impacts of legislation.
- Under the Deputy Executive Director's delegation, represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major course work in architecture, engineering, or a related field.



# Texas Facilities Commission

## Employment Opportunities

- Seven (7) years progressively responsible experience in project management, architecture, engineering, or construction management, including six (6) years supervisory or managerial experience.
- Master's degree in a related field may be substituted for up to two (2) years of experience.
- Licensed TBAE Architect or registered TBPELS Professional Engineer.

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

- Extensive knowledge of local, state, and federal laws and regulations relevant to facilities planning and management, including Texas Govt. Code, Title 10, Sections 2161 and 2166; and of the practices of public administration and management.
- Extensive knowledge of the principles, methods, and practices of architecture and/or engineering.
- Extensive knowledge of major real estate construction projects.
- Working knowledge of energy procurement and management.
- Working knowledge of construction inspection.
- Knowledge of real estate practices and principles.
- Considerable knowledge of state and federal laws, regulations, and policies relating to the administration of state government.
- Thorough knowledge of management methods and practices which includes managing, planning, assigning, and reviewing the work of professional and technical staff in a variety of tasks.
- Working knowledge of the legislative process which includes analysis and interpretation of legislation.
- Working knowledge of financial analysis and strategic planning.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in resource planning and budget development.
- Skill in organization.
- Skill in presentation and negotiation.
- Skill in customer service.
- Skill in long-range and short-range planning.
- Skill in gathering and analyzing accurate and relevant information.
- Skill in verbal and written communication.
- Demonstrated ability to maintain effective working relationships within and outside the agency.
- Demonstrated ability to coordinate multiple projects simultaneously.
- Demonstrated ability to identify problems, evaluate alternatives, and implement effective solutions.
- Demonstrated ability to develop and coach staff.
- Demonstrated ability to develop and evaluate policies and procedures.
- Demonstrated ability to establish program goals and objectives that support a strategic plan.
- Demonstrated ability to plan, assign, and supervise the work of others.
- Demonstrated ability to communicate effectively to convey complex ideas and concepts.

### **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.

### **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

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasworkforce.com](http://www.texasworkforce.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, 8003 General Officer, 10C0 Operations Commander, 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\\_ProgramManagementandProcurement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagementandProcurement.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: 16749258**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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