



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-14		
Business Title: Executive Assistant	State Classification: Executive Assistant II to the CIO	
Salary Group: B19	Salary: \$4,021.00-\$6,335.00 (Month) \$48,252.00-76,020.00 (Year)	Hours/Week: 8:00am-4:00pm, M-F*
Location: Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701		
Posting Date: 10/18/2024	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential:	Openings: 1
Division: Information Technology	Program: Information Technology	

Interested applicants can apply for this position with TFC, by completing the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

The Position: As an Executive Assistant II, you will perform advanced (senior-level) managerial work administering the daily activities and operations of the IT department and the Chief Information Officer (CIO). This position requires a proactive, detail-oriented, organized and tech-savvy individual to provide high-level and comprehensive administrative support for the CIO. The Executive Assistant is responsible for day-to-day key functions in collaboration with the CIO to ensure successful leadership, strategy initiatives and goals.

What is the Texas Facilities Commission (TFC):

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas. TFC oversees a varied property portfolio of office space, storage, warehouses, parking garages, and grounds of buildings across 283 cities and towns in Texas. Our team provides and contracts for the design and construction, property management, landscaping and custodial services, recycling and waste management services, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents.

Job Description: TFC is looking for an Executive Assistant II to perform advanced (senior-level) managerial work administering the daily activities and operations of the IT department and the Chief Information Officer (CIO). This position requires a proactive, detail-oriented, organized and tech-savvy individual to provide high level support for the CIO.

- Maintain the CIO's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements. Exercise discretion in committing time and evaluating needs.
- Provide coordination, monitoring, and communication of projects and programs managed by the IT Department and other TFC departments.
- Serve as a primary point of contact between the Office of the CIO and IT governance groups, including helping to coordinate the work of the different groups and providing administrative support for governance meetings.



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- Determine priority of matters of attention for the CIO; redirect matters to staff to handle, or handle matters personally, as appropriate.
- Gathers and organizes documents for preparation and timely distribution of agenda for meetings, reviews materials for accuracy and completeness
- Prepares minutes and distributes them in a timely manner.
- Provides technical guidance and advice on administrative matters to IT management, or other staff.
- Develops, reviews, and communicates administrative policies, procedures, standards, and methods.
- Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities for assigned business units.

Top Benefits for working for the Texas Facilities Commission (TFC):

HealthSelect of Texas insurance—paid at 100% for full-time employees, 50% for dependents
\$5,000.00 Basic Term Life and Accidental Death and Dismemberment
Optional Term Life Insurance
State of Texas Retirement Plan
Texasaver 401(k) Plan
One of two dental insurance plans
State of Texas Vision insurance plan
Short-term and/or long-term disability coverage
TexFlex flexible spending account (FSA)—set asides pre-tax dollars—pays for out of pocket health care expenses
Federal Student Loan Forgiveness Program
Generous paid holidays, vacation, and sick days

Qualifications for Executive Assistant II:

- Graduation from an accredited four-year college or university with major coursework in business administration or a related field. (preferred)
- Five (5) years of administrative experience for a Director or CxO (preferred)
- Education and experience may be substituted for one another on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:

- Skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in the use of standard office equipment.
- Proficiency in using productivity tools, such as Microsoft Office Suite, Enterprise Resource Planning and other collaborating software.
- Excellent organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Strong problem-solving and critical-thinking abilities

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- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skill in providing excellent customer service.
- Skill in managing employee relationships.

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 15P Aviation Operations Specialist, 420A Human Resources Technician (Warrant), AZ Aviation Maintenance Administrationman, 741X CWO - Ship's Clerk, YN Yeoman, PERS Personnel Administration (Warrant), 0100 Basic Personnel and Administration Marine, 0170 Personnel Officer (Warrant), 3F5X1 Administration, 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.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.

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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: 16776042

Contact Information:

Richard W. Allen, MBA, PHR, SHRM-CP

Human Resources Specialist

Recruiting and Staffing

Talent Management

Texas Facilities Commission

1711 San Jacinto Blvd.

Austin, Texas 78701

richard.allen@tfc.texas.gov

Direct: 512-463-3433

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