



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-34		
Business Title: Program Specialist		State Classification: Program Specialist I
Salary Group: B17	Salary: \$3,581.33- \$5,372.41 (month) \$42,976.00 - \$64,469.00 (year)	Hours/Week: 8:00 am – 5:00 pm, M-F*on-site
Location: 6506 Bolm Road, Austin, Texas 78721 Austin, Texas 78701		
Posting Date: 01/14/2025	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: State Surplus		Program: Surplus-Austin

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.

- *May be asked to occasionally adjust hours as needed for special projects.
- *Ability to travel up to 50%

JOB SUMMARY:

Performs entry-level to routine (journey-level) compliance analysis work for the Federal Surplus Property Program involving examining, evaluating, and monitoring records, programs, policies, documents, and/or contracts to ensure conformity with laws, rules, and regulations; and conducting inspection and analysis activities. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist others in performing work of greater complexity.

ESSENTIAL FUNCTIONS:

- ◆ Monitors and reviews compliance with program policies by performing onsite and virtual compliance checks for organizations receiving donations of surplus property, including annual monitoring of special items, including aircraft, and perpetual compliance property.
- ◆ Identifies issues regarding compliance with regulations or standards that require follow-up.
- ◆ Coordinates with supervisor, screening/transportation specialist and vendors, and assists in arranging prompt transportation of heavy equipment and other property (logistics).
- ◆ Performs research and screening of federal property.
- ◆ Assists with outreach to current and potential customers, including providing inventory information and answering questions.
- ◆ Assists with warehouse work, including participating in the pickup and receipt of inventory shipments, and the loading and unloading of stock and merchandise.
- ◆ Operates motor vehicles such as automobiles, vans, and trucks to transport various types of surplus property.
- ◆ Operates vehicle power lift gates, forklifts, and dollies.
- ◆ May review and process incoming applications for program eligibility, including performing initial eligibility reviews, approving eligibility for certain categories, such as public agencies, and updating account data in program database.



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- ◆ May train others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Two (2) years' experience in compliance monitoring, auditing work, or property screening is preferred.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Ability to conduct data searches and evaluate documentation for accuracy and completion.
- ◆ Ability to use a computer and applicable software.
- ◆ Ability to identify problems, evaluate alternatives, and implement effective solutions; to maintain effective working relationships; and to communicate effectively.
- ◆ Knowledge of surplus property programs and the relevant state and federal rules and regulations governing the handling of surplus property
- ◆ Ability to operate fork-lifts, pallet jacks, other heavy equipment, and warehouse machinery.
- ◆ Ability to gather, assemble, and analyze facts and information regarding various equipment.
- ◆ Ability to operate a motor vehicle, including delivery trucks.
- ◆ Ability to meet deadlines and work under pressure.
- ◆ Ability to take initiative and be self-motivated.
- ◆ Ability to train others.
- ◆ Ability to communicate effectively, both orally and in writing.
- ◆ Ability to move up to 40 lbs. without assistance; ability to move up to 75 lbs. with assistance of equipment or other individuals.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position requires the ability to stoop, bend, lift and stand for prolonged periods of time. Must be able to move up to 40 lbs. without assistance; ability to move up to 75 lbs. with assistance of equipment or other individuals. Must be able to navigate uneven terrain and at various heights using ladders and lifts. Conditions include working inside, outside where temperatures may exceed 90 degrees; working around machines with moving parts and moving objects, radiant and electrical energy, working with others or working alone.

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.

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



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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

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.

TFC Recruiting Policy:

Incomplete applications will not be considered.

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.

As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.

WIT Number: 16810533

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Contact Information:

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