

January 15, 2013

TEXAS STATE SOIL & WATER CONSERVATION BOARD

JOB OPENING

CLASSIFICATION: Program Specialist V

STATE CLASSIFICATION CODE: Class No. 1574/B21

REQUIRED TRAVEL: As Needed (Statewide)

LOCATION: San Angelo, Texas

MINIMUM STARTING ANNUAL SALARY: \$46,731.00

GENERAL DESCRIPTION

Performs advanced program administration for agency Water Supply Enhancement throughout the State. Work involves assisting in the establishment of program goals and objectives; assisting in development of program guidelines, procedures, policies and rules; developing schedules, development of budget requests; and coordinating all program activities with agency management and local soil and water conservation districts. May plan, assign, recommend or supervise the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. Participates in health and safety training.

EXAMPLES OF WORK PERFORMED

Coordinate agency activities relative to administration of agency brush control program in the Project Areas.

Assists in the establishment of program goals and objectives, development of program guidelines, procedures, policies and rules; developing schedules; development of budget requests; and coordinating program activities with agency management and local soil and water conservation districts.

Promotes and facilitates the programs of the Texas State Soil and Water Conservation Board.

Establishes effective working relationships with other agencies and groups.

Assists in establishing program goals and objectives to meet agency needs; develops and/or approves schedules, priorities, and standards for achieving goals; and directs program evaluation activities.

Assists soil and water conservation districts to implement the brush control program.

May develop Conservation plans, contracts, and certify brush practices

Performs advanced GIS work with emphasis on ArcMap10 including spatial analysis

Performs related duties as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the direction and administration of a program relevant to natural resource conservation with emphasis on brush management, watershed management, range science, GIS, environmental science or related field. Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to natural resource conservation; and of principles and practices of program administration and management.

Ability to plan, assign, and/or supervise the work of others; to interpret program needs and convey them to others; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare concise reports, and perform GIS work related to water supply enhancement.

Must be able to safely and legally operate a motor vehicle, accomplish light lifting (under 15 lbs.), and sustain light physical activity with full range of motion in office and outdoor environments.

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status.

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resources Department
Texas State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503
254/773-2250