

January 21, 2014

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB DESCRIPTION

CLASSIFICATION:	Program Specialist III
STATE CLASSIFICATION CODE:	1572/B19
WORK LOCATION:	Primarily Central, North Central and East Texas with frequent statewide travel requirements
HEADQUARTERS:	Generally in or around the Interstate Highway 35 corridor between Dallas/Ft. Worth; Austin and east to the Texas border; specific location to be determined based on applicant circumstances and assigned work load
STARTING ANNUAL SALARY:	\$41,416.00
REQUIRED TRAVEL:	Extensive statewide travel

GENERAL DESCRIPTION OF DUTIES

Serves as a program specialist on the Statewide Resource Management (SRM) Team supporting the administration of agency Flood Control Programs. Performs complex consultative services and technical assistance work relating to assisting soil and water conservation districts (SWCDs) in performing operation, maintenance, and structural repair of flood control dams. Coordinates activities with local SWCDs, program staff, governmental agencies, community organizations, or the general public. Manages grant contracts and projects with local SWCDs and other governmental agencies, monitors project deliverables, and performs inspections. May train others. Works under general supervision.

EXAMPLES OF WORK PERFORMED

Participates in regular staff meetings (in person or through teleconference as needed) with agency management in the State office and assists in the development of processes and procedures related to operation, maintenance, and structural repair grants to SWCDs for flood control dams. Coordinates with appropriate agency field representatives on these processes and assists them in providing guidance to local SWCDs on implementation in the field at the local level.

Serves as project manager for flood control projects and contracts in designated areas. Advises agency management on rule changes, SWCD comments, board policy, program implementation, and other issues that require knowledge gained from personal contact with SWCDs and other sponsors of flood control dams. Helps in developing training programs.

Collects, organizes, and analyzes data required in the development, implementation and evaluation of flood control programs. Participates in planning conferences, workgroups, and task forces as assigned.

Attends meetings of SWCDs and other local flood control sponsors that perform flood control grant activities and assists SWCD directors in local program planning, development and implementation as needed.

Conducts field evaluations and inspections of flood control program activities.

Plans work schedule to meet with a large number of SWCDs engaged in flood control activities over a large geographic area on a monthly basis. Plans work schedule to coincide with flood control program grant activities with a set travel allowance.

Submits individual work schedules and reports to headquarters office as required.

Tracks deliverables, maintains files, develops form letters, and generates reports.

Maintains proper relations with farmers, ranchers, state and federal representatives; local officials, professional groups and others engaged in promoting flood control programs. Directs and promotes public information and education activities in the field. Serves on committees representing the agency.

Performs other duties as assigned.

GENERAL QUALIFICATION GUIDELINES

EDUCATION AND EXPERIENCE

Experience in natural resource conservation, flood control dam design, and watershed dynamics. Graduation from an accredited four-year college or university with major course work in engineering, watershed planning, natural resources, or a related field is preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws related to natural resource conservation and flood control dam operation, maintenance, and structural repair; must be able to coordinate information exchanges between SWCDs and the agency. Must have the ability to work with a diverse group of state, federal, county, city, and producer entities. Extensive travel is required as well as the availability to work extended and/or irregular hours. Excellent written and verbal communications skills are required along with the ability to work in office and outdoor environments. Knowledge of business software programs and other office equipment needed. Should be familiar with state and federal flood control laws and the SWCD Manual of Fiscal Operations. Incumbent must be able to safely and legally operate a motor vehicle, safely accomplish moderate lifting (15 to 44lbs), maintain moderate physical activity with full range of motion and possess the ability to work alone and as a member of a group.

HOW TO APPLY

Complete an official State of Texas application. Mail an original application along with a copy of official university transcript 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

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