

State Title:  
Program Specialist V  
Salary Group:B21  
Functional Title:  
Openings:One (1)  
Position#:2694  
Post Date:03/26/10  
Section/Division Customer Support Center, Information Resources  
Close Date:04/09/10  
Work Location:  
12100 Park 35 Circle, Austin, Texas  
Job Description:

[Coordinates records management functions and services for the Texas Commission on Environmental Quality \(TCEQ\)](#). Develops and implements the agency's records management practices, policies, and requirements, coordinating with the Texas State Library and Archives Commission (TSLAC). Analyzes the records management program and develops action plans for improvement. Oversees and analyzes records management operations and problems, and prepares detailed reports of findings and recommendations for Information Resources Division management and the Records Management Officer. Serves as the point of contact with the out-sourced vendor contracted to manage the agency's Central File Room and agency business areas maintaining records. Oversees the completion of, and monitors required performance reports. Develops and implements effective techniques to communicate with customers, management, contractors, consultants, and co-workers to ascertain information needs, and disseminates appropriate information to meet the data requirements of customers. Reviews program area business practices regarding records management, and recommends changes where appropriate. Oversees and provides guidance to staff in the development and integration of new methods and procedures. Develops and implements effective techniques for evaluating records management practices in program business areas. Reports on progress toward records management compliance, customer demand for information, and the level of customer satisfaction with the information provided.

Minimum Qualifications:

[A bachelors degree from an accredited college or university](#) plus five years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

One year of full-time experience in an administrative capacity\* may be substituted for each year (30 semester hours) of the required education.

[A graduate degree in public administration, business administration, human resources administration, environmental resource management, planning, or an area relevant to the position, from an accredited college or university may be substituted for one year of the required experience.](#)

\*Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Degree in public or business administration, history, government, library science, information management, information science, or related field.

Records Management Certification or Certified Records Manager.

Special Requirements:

Moving up to 10 pounds of paper.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification