

Texas State Board of Plumbing Examiners
Employment Opportunity
929 East 41st Street
Austin, TX 78751

Position: Education Coordinator

Job Posting Number: 09/24-456-07

State Classification: 1572

Salary Group: B19 – Program Specialist III

Salary: \$3,750 to 4,875 monthly

Full Time

Opening Date: July 13, 2023

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

Start Date: September 1, 2023

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Program Specialist III reports to the agency Executive Director and performs moderately complex (journey-level) consultative and technical assistance work related to an agency continuing educational program. Work involves coordinating and implementing educational programs; and providing consultative and technical assistance to agency staff, continuing education providers, communities, and/or governmental agencies. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Attendance and punctuality are required work attributes. This position is not eligible as a work-from-home position.

TSBPE offices are located adjacent to an industrial type of facility where plumbing exams are administered.

Candidates selected for an interview may be required to complete an in-basket exercise to demonstrate the communication and customer service skills necessary to be successful in this position.

Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Essential Job Functions

- Plans, develops, and monitors the continuing education programs.
- Acts as liaison with agencies and internal program staff to explain and provide technical assistance or training on statutory agency and program educational requirements.

- Disseminates information regarding program services to various groups through correspondence and presentations.
- Conducts surveys, reviews, and monitoring activities to determine compliance with program requirements, laws, regulations, policies, and procedures.
- Collaborates with program staff to determine trends and resolve technical problems.
- Performs comprehensive reviews of literature, statutes, rules, and/or policies
- Reviews and analyzes educational program functions and operations; prepares reports of findings and recommendations to produce a more effective program and/or address areas of concern.
- Prepares administrative reports and performs work on studies and specialized projects.
- Develops course curriculum and other educational materials.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
- Assists in analyzing legislation to develop recommendations for policy and program issues related to the implementation of, improvement in, and changes in program funding.
- Assists in preparing justifications for implementing procedural or policy changes.
- Assists in developing policy and procedure manuals.
- Assists in monitoring the achievement of program goals and recommending action(s) to improve effectiveness.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in education, business, or public administration. Relevant experience may be substituted on a year-for-year basis, up to four years.
- Knowledge of local, state, and federal laws related to plumbing continuing education.
- Knowledge of program planning and implementation.
- Skill in the use of computer and in using applicable software.
- Ability to gather, assemble, correlate, and analyze facts, devise solutions to problems, prepare reports, develop policies and procedures, and communicate effectively.
- Experience explaining policies and procedures to staff and external continuing education providers.

Preferred (Not Required) Qualifications

- Bilingual (Spanish).
- Extensive oral or written customer service experience.

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.