

Texas Bond Review Board

Employment Opportunity

300 w 15th Street, Suite 409
Austin, TX 78701
michael.felan@brb.texas.gov

Program Specialist I	Job Vacancy Number: 3522502
State Classification No: 1570	Salary Group: B17
Salary: \$4,000 - \$4,500 / month	
Opening Date: 10/04/2024	Closing Date: Until Filled or Closed
Benefits: Excellent benefits provided; numerous elective benefits are also available	

Job Description

Performs routine (journey-level) consultative services and technical assistance work. Work involves assisting with research, implementing an agency program and providing technical support to program staff, government agencies, our board, community organizations, and the general public. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Qualifications

EDUCATION:

- Graduation from an accredited college or university with a bachelor's degree in Accounting, Business Administration, Public Affairs/Administration, or a related field.
- Documented related work experience may be substituted for education based on two (2) years of experience for one (1) year of education.

EXPERIENCE:

- Two years of experience with any of the following: accounting and/or data processing/entry, accounts payable, purchasing, travel transactions, analyzing and adhering to legislative or technical policies/programs.
- Two years of using Microsoft Office products, specifically proficient with Excel and Microsoft Access.
- Ability in using data base software with high level of accuracy.
- Good grammar, spelling and proof-reading skills.
- Ability to organize work time and office operations effectively and efficiently.

PREFERRED EXPERIENCE:

- Work experience with similar duties at a state agency.
- Knowledge of state accounting policy and procedures.
- Knowledge of legislative process, fiscal note and tracking system.
- One year experience using CAPPs

ESSENTIAL JOB FUNCTIONS:

- Data entry and verification of data for multiple agency programs.
- Participates in providing direct support on Local & State Bond Debt and the administration of the Private Activity Bond Allocation Program.
- Process purchase orders, and voucher/travel payment entries.
- Records management support, including maintenance of records and periodic review in accordance with retention schedules
- Provides clear and accurate verbal and written communications to internal and external parties in a professional manner relating to our agency's programs.
- Copying/printing/preparation of reports for routine and special distribution to the Board and other interested parties.
- Performs all other related duties as assigned including but not limited to assisting with daily administrative operations, attending training courses and meetings to provided and gather information.
- Adheres to all Texas Bond Review Board Personnel Policies and performs other duties as assigned throughout the agency

To Apply

- **NO PHONE CALLS** or faxes, please. Submit a filled and signed State of Texas application by:
 - e-mail: michael.felan@brb.texas.gov
 - mail: 300 W 15th St # 409, Austin, TX 78701
- State of Texas applications may be downloaded from:
[State of Texas Application for Employment](#)

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

- 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 TBRB business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.
- 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. TBRB 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 special accommodations during the application or selection process
- Employment with TBRB is covered by the Fair Labor Standards Act (FLSA).
- TBRB is an "employment at-will" agency.
- TBRB fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

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.

Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](#); click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](#). The [Texas Veterans Commission](#) provides helpful employment information

Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

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AN EQUAL OPPORTUNITY EMPLOYER

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