

# TEXAS BOARD OF PROFESSIONAL GEOSCIENTISTS

## JOB POSTING

Administrative Program Specialist  
Full Time Position (40 hours/week)  
\$3,082 - \$3,600 Monthly

**Posting No:** 22-011  
**Group/Step:** B17

**Opening Date:** 02/18/22  
**Closing Date:** Until Filled

### Job Description

This is an opportunity to join our small regulatory agency that licenses, monitors, and supports professionals working in the area of geoscience. This position performs operational support for the agency's existing business lines (Financial, Licensing and Compliance). Work involves providing assistance to management, program staff, and the public. We are seeking a motivated individual who enjoys assisting others, is results oriented, thrives as a valuable member of a small team, shows initiative, and is a quick learner. This position will perform a range of support duties related to overall agency operations, including:

- Provides or assists with daily administrative responsibilities related to agency's licensing, compliance, and/or financial business including data input, database management, customer inquiries, file maintenance, research, and board member coordination.
- Processes incoming documents including agency mail, payments, applications and requests for information.
- Assists with open record requests, maintaining agency website, and developing outreach materials.
- Provides administrative support related to application processing, license and compliance reviews, complaint referral processing, board meeting preparation and other related duties.
- Assists in the preparation of administrative reports, studies, and research projects.
- Demonstrates a spirit of teamwork, maintaining productive and professional working relationships with co-workers, board members and customers.
- Participates in business improvement, planning, development and implementation including identifying operational bottlenecks and development of policy, process and guidance manuals.
- May be responsible for, or assist with, budget, purchasing, records management, inventory control, supply management, and other key agency tasks as needed.
- Performs all other duties as assigned.

### Minimum Requirements

Graduation from an accredited four-year college or university. At least 4 years administrative support experience. Education and experience may substitute for one another. Proficiency in the use of standard office equipment and Microsoft Office software applications.

Preferred: Administrative experience in a regulatory environment including knowledge of Versa Regulations database, working knowledge of posting public notices in the Texas Register, assisting with state agency rule reviews, agency performance measures, strategic planning, or providing executive level administrative support. Desire to work in a successful small team/office environment that requires active participation, flexibility, accountability, dependability, and exceptional team work.

### Knowledge, Skills, and Abilities

Knowledge of program planning and implementation; administrative and office procedures; state government requirements/procedures related to open meetings, open records, public notices, inventory control and records retention.

Seeking a candidate with strong leadership and project management skills; a candidate who has excellent written and verbal communication skills, strong data entry skills, and experience developing/improving reports and presentations. A candidate with the ability to multitask across business lines, to create spreadsheets, to gather, assemble, correlate, and analyze facts, to devise solutions to

problems, to develop and evaluate policies and procedures, to follow established protocols, and to work well with others.

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## HOW TO APPLY:

- Register at [www.workintexas.com](http://www.workintexas.com) and provide an Application Online for

**Work in Texas Job # 15049390**

**-Or-**

- Provide a State of Texas Application directly via Email to: [rtruan@tbpg.texas.gov](mailto:rtruan@tbpg.texas.gov)

**Agency Posting # 22-011**

- [The State of Texas Application for Employment](#)
- [Employment History Continuation Sheet for The State of Texas Application for Employment](#)
- [Instructions for Completing the State of Texas Application for Employment](#)