



**Texas Board of Professional Geoscientists  
Job Posting – Location: Austin Headquarters**

**Administrative Program Specialist  
\$35,000 - \$45,000/yr.  
(may hire 2 positions)**

**Posting No: 26-014**

**Closing Date: Until Filled**

**Job Description**

The Texas Board of Professional Geoscientists is a small regulatory agency that licenses, monitors, and supports professionals working in the field of geoscience. This position provides administrative support for the agency's existing business lines (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 the agency's licensing and compliance 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.
- Provides administrative support related to application processing, license and compliance reviews, complaint referral processing, board meeting preparation and other related duties.
- 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 position guidance manuals.
- May be responsible for, or assist with records management, inventory control, supply management, agency reporting and other key administrative 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 on a year-for-year basis. Proficiency in the use of a personal computer and related Microsoft Office software applications. Desire to work in a successful small team/office environment that requires active participation, flexibility, accountability, dependability, and teamwork.

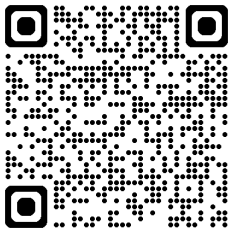
**Knowledge Skills Abilities**

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 preferred. Seeking a candidate who has excellent written and verbal communication skills and strong data entry skills. 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 in a team environment.

**Other**

Normal office environment in downtown Austin office location. 30-40 hour work week with expected work hours of 8-5 unless the Executive Director approves an alternate schedule. TBPG not only offers a competitive salary, but the State of Texas benefits package includes everything from health insurance, a retirement plan, and a variety of leave types.

For Application and Instructions:



**State of Texas Application must be submitted.**

**For full posting and application form, please visit our website at:**

**[www.tbpg.state.tx.us](http://www.tbpg.state.tx.us)**

**or go directly to:**

**[Employment Opportunities – Texas Board of Professional Geoscientists](#)**

**Completed applications must be emailed to [rtruan@tbpg.texas.gov](mailto:rtruan@tbpg.texas.gov)**