

Listing Number: 476-15-12  
Starting Wage: \$5,260.00 - \$5,833.33

Opening Date: May 13, 2015  
Closing Date: Until Filled

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Director of Administration, Mgr. IV CLASSIFICATION #: 1603, B25  
AGENCY: Texas Racing Commission  
ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754 WORK LOCATION: Austin  
REFER TO: Adrienne Courtney By Appointment: Yes  No  TELEPHONE: 512-833-6699  
NUMBER OF OPENINGS: 1 DURATION: Regular  Seasonal/Summer Job   
Temporary  Will terminate on \_\_\_\_\_  
MERIT SYSTEM: Yes  No  Part Time  Hours/Week 40  
TYPING: N/A  Yes  No  SHORTHAND: N/A  YES  NO   
W.P.M. \_\_\_\_\_ No more than \_\_\_\_\_ errors  
TEXAS DRIVER'S LICENSE: Yes  No  Operator  Commercial  Chauffeur   
TRAVEL REQUIRED: Yes  No  SHIFTS 1<sup>ST</sup>  2<sup>ND</sup>  3<sup>RD</sup>  Rotating   
POSTING APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Executive Director

GENERAL DESCRIPTION:

Performs advanced (senior-level) management and oversight work directing the daily operations of several agency functions, such as personnel, accounting and budgeting, purchasing, material and property management. Work involves establishing goals and objectives; developing guidelines, procedures, policies and rules for the department; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and supervises the work of the accounting staff. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- ◆ Prepares and/or oversees preparation of annual financial report.
- ◆ Prepares and/or assists with preparation of the operating budget and legislative appropriations request.
- ◆ Supervises all accounting, purchasing, payroll, and personnel functions of agency.
- ◆ Prepares and files performance measure reports with Legislative Budget Board.
- ◆ Establishes and monitors accounting codes in USAS to correspond with agency strategic plan.
- ◆ Oversees all office space leasing matters and building management for agency.
- ◆ Identifies needed areas of change and makes recommendations to improve fiscal operations.
- ◆ Plans, assigns, and supervises the work of others.
- ◆ Oversees staff development plans and activities.
- ◆ May represent agency in meetings, hearings, and conferences on financial and budgetary matters.
- ◆ May review legislation and prepares fiscal notes as required.
- ◆ Oversees the preparation of special reports, such as fiscal notes, as requested by agency director, Commissioners, or outside sources.

- ◆ May serve as agency liaison with Legislative Budget Board, Governor's Budget Office, State Auditor's Office, and Comptroller's Office.
- ◆ May testify before the Legislative Budget Board and the legislature in regards to the agency's budget and legislative appropriation request.
- ◆ Working knowledge of USAS, USPS, ABEST, SPA and ERS.
- ◆ Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with degree in accounting or finance, or a related field. Significant relevant work experience may substitute for degree. Four (4) years of experience in managing fiscal operations of a state agency and preparing related budgetary reports.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of state agency finance, budgeting, and reporting procedures and laws. Proficiency in spreadsheet software and word processing applications are essential skills for this position.

PREFERRED QUALIFICATIONS:

Experience with the Uniform Statewide Accounting System (USAS), Uniform Statewide Payroll System (USPS), and Automated Budget and Evaluation System of Texas (ABEST) required. Ability to complete multiple assignments in a timely manner without compromising accuracy; ability to communicate effectively; provide quality customer service. CTP (Certified Texas Purchaser)

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

**Submit State of Texas Application for Employment referencing the above position number and title with your application** to: Texas Racing Commission, Attention: Adrienne Courtney, P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.texas.gov> . Resumes may be submitted in addition to but not in lieu of the employment application.