



TEXAS DEPARTMENT OF AGRICULTURE **COMMISSIONER SID MILLER**

DIRECTOR FOR FOOD & NUTRITION BUSINESS MANAGEMENT

Salary Information: B27, \$ \$9,900.00 - \$11,000.00/MO.
State Classification: 1621 - Director II
FLSA Status: Exempt
Posting Number: 27-57406-1

HOW TO APPLY

Apply online via [CAPPS Careers](#). Applicants applying through Work In Texas (WIT) will be required to complete additional supplemental questions, optionally provide EEO information including how you heard about the job, and provide an electronic signature in CAPPS Careers to be considered for the position.

AGENCY INFORMATION

The [Texas Department of Agriculture's Food and Nutrition Division](#) administers 12 federal child and special nutrition programs and receives more than \$2.5 billion in federal money annually. These programs aim to reduce hunger, encourage strong nutrition, and support local economies across Texas.

Telework Option: TDA does not offer telework, and all employees are required to be physically present for work. *The agency's core business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. TDA also provides limited customer service between 6:00-8:00 a.m. and 5:00-6:00 p.m.*

Location: This position will report to the following [TDA location](#): **Austin, TX**

JOB DESCRIPTION

WHAT YOU'LL DO: The Director for Food & Nutrition (F&N) Business Management will direct and oversee the effective management of the Business Management section at the Texas Department of Agriculture in the F&N division. This position will assist the Administrator for Food & Nutrition with planning, developing scheduling and managing the activities of the staff to achieve strategic goals; oversee the preparation of financial analysis, account reconciliations and reports; oversee accounting systems, procedures, and controls; oversee the preparation of the divisional budget; oversee procurement and contract management systems and procedures; establish priorities, standards, and measurement tools for determining progress in meeting goals; coordinate and evaluate section activities or business functions; and review and approve budgets within departments or divisions. This position will supervise the work of others. You will work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB DUTIES

Direct the day-to-day activities of the F&N Business Management section, including personnel management functions, budgeting, controlling expenses, performance appraisals, timesheet approval, and ensuring compliance with agency policies and procedures.

Assist the Administrator for F&N (Business Management) with process improvement efforts, establishing short and mid-term goals and objectives; developing and/or approving schedules and special projects; and setting priorities and standards for achieving goals for the F&N Business Management section.

Oversee the preparation and ensure the accuracy of the reimbursement of submitted claims and account receivable processes and financial reconciliation of expenditures and revenues for each budget and program within F&N, ensuring timeliness and efficiency.

Ensure the preparation, timely submission, and accuracy of all monthly, quarterly, and annual state and federal reports pertaining to meal count, meal reimbursement, financial reports, Legislative Budget Board (LBB) requests, and Performance Measures.

Assist with the development of the initial preparation and amendments to the administrative budgets (State Administrative Expense (SAE), Summer Food Service Program), etc. for review and approval by division and Executive management. Participate in the development of the Agency Operating Budget (AOB) and Legislative Appropriations Request (LAR) related to all F&N program and administrative funds.

Manage and ensure the efficiency and effectiveness of the financial desk reviews and single audit systems and processes with sponsors/providers, F&N staff, and the Office of Inspector General for all the programs within F&N.

Manage the budget process for twenty Education Service Centers (ESC) including the development, distribution, and receipt of budgets and amendments, monitoring of the ESC's budget reporting and claims, and the annual desk reviews / on-site reviews.

Oversee the development and maintenance of the accounting codes as they pertain to F&N programs, including working with the Compliance Collaboration Section to ensure the testing and development of enhancements needed within the systems for processing claims and document storage are conducted thoroughly.

Oversee procurement and contract management systems and processes according to state and federal requirements.

Assist the Administrator for F&N (Business Management) in the development of guidelines, processes, and rules and regulations for the F&N programs and assist with monitoring internal compliance with policies and procedures and ensure all staff functions and procedures are documented.

Follow all TDA policies and procedures.

Perform other duties as assigned.

QUALIFICATIONS

To be considered for the position, applicants must submit a State of Texas Application through CAPPS or WIT – experience listed on the CAPPS application must state how each of the following qualifications are met:

Bachelor's Degree. (One year of work experience related to the primary responsibilities may substitute for one year of college).

Six (6) years of experience in business management, general accounting, government finance, budget, and/or financial reconciliation.

Three (3) years of experience serving in a director, manager, or supervisor role.

Valid Texas driver's license and an acceptable driving record

*A Master's degree in Finance, Accounting, Business Administration, Economics or related field **or** a Certified Public Accountant (CPA) license (in good standing) can substitute for an undergraduate degree and two (2) years of work experience.*

PREFERRED QUALIFICATIONS

Governmental accounting and/or budget experience.

Work experience in budget, grant and/or contract management.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to Food and Nutrition; of generally accepted accounting principles; and/or business functions; business and management principles involved in strategic planning, resource allocation, and leadership techniques; and the principles and practices of public administration and management.

Skill in establishing plans and setting objectives and goals that support an overall business strategy; decision-making, including assessing risk and using good judgment to inform decisions and recommendations to leadership; and conflict resolution and working quickly and collaboratively to solve problems.

Ability to direct and organize program activities and/or business functions; to establish goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate agency policies and procedures; to prepare concise reports; to communicate effectively; and to supervise the work of others.

WORKING CONDITIONS

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able to work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel (up to **20%**), occasionally overnight, and travel by plane or car and frequently driving for long distances.

BENEFITS

The State of Texas offers a variety of [benefits](#) for you and your family that are comprehensive and, on average, make up about one-third of total compensation. Benefits include:

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| ✓ Retirement Plan | ✓ Paid Group Health & Life Insurance for employees |
| ✓ Paid Holidays | ✓ Paid Vacation Leave |
| ✓ Paid Sick Leave | ✓ Longevity Pay |
| ✓ Dental | ✓ Vision |
| ✓ Dependent Optional Life Insurance | ✓ Voluntary AD&D Insurance |
| ✓ Dependent Health & Life Insurance | ✓ Health & Dependent care flexible spending accounts |

CONTACT INFORMATION

Only candidates selected for an interview will be contacted. A skills exercise may be conducted at the time of the interview.

Due to the high volume of applications, we do not accept telephone calls. If you submitted your application through the [CAPPS Careers Section](#), you may check the status of your application by accessing your profile and selecting My Jobpage and then selecting My Submissions. To be considered for the position, applicants must complete additional supplemental questions, optionally provide EEO information including how you heard about the job, and provide an electronic signature in the CAPPS Career Section.

Reasonable Accommodations: If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview or an HR representative at 512-463-7423. Whenever possible, please give the hiring or HR representative sufficient time to consider and respond to your request.

Military and Former Foster Child Employment Preference: TDA complies with the provisions of the veterans and former foster child employment preference acts. Please contact our Human Resources-Veterans Liaison at (512) 463-7454 for assistance.

Go to <https://texasskillstowork.com/>, <https://www.onetonline.org/>, or <http://www.careeronestop.org/> for assistance in translating your military experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Additional Military Occupational Specialty (MOS) Code or Crosswalk information is available from the Texas State Auditor's Office at [Program Management](#) MOS Codes.

ADDITIONAL INFORMATION

Equal Employment Opportunity (EEO): TDA is an equal employment opportunity (EEO) employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetic information, military status, or protected activity.

TDA participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

H-1B Visa Sponsorship

We are unable to sponsor or take over sponsorship of an employment Visa.

Background Checks

A criminal conviction records check is required for applicants who are selected for a position.

*A valid government-issued driver's license, which is recognized by the Texas Department of Public Safety and in good standing, and an acceptable driving record are required. TDA will verify this information with the Texas Department of Public Safety. Applicants with a driver's license not issued by the State of Texas should obtain and be prepared to provide a copy of their current driving record on or before their first day

Foreign Credentials

Upload an evaluation of your coursework if you have obtained a degree(s) from a school outside of the United States; otherwise, we cannot give you credit for your degree. Some organizations that provide evaluation services are:

Foreign Credential Services of America

1910 Justin Lane, Austin, TX 78757-2411

Phone: 512-459-8428

SpanTran: The Evaluation Company

2400 Augusta Drive, Suite 451 Houston, TX 77057

Phone: 713-266-8805

Global Credential Evaluators, Inc.

P.O. Box 9203 College Station, TX 77842

Phone: 512-528-0908