



TEXAS DEPARTMENT OF AGRICULTURE **COMMISSIONER SID MILLER**

Administrator for Food & Nutrition (Financial and Budget Operations)

Salary Information: B30, \$14,000.00 - \$15,435.00 / MO.
State Classification: 1624 - Director V
FLSA Status: Exempt
Posting Number: 27-57564-1

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 Administrator for Food & Nutrition (F&N) will serve as the division's (Business Management) performing highly advanced managerial work, providing direction and guidance in financial and strategic operations and planning for the Food and Nutrition (F&N) division. You will assist in directing and overseeing the effective management of the Texas Department of Agriculture's (TDA) Food and Nutrition Division; develop, execute, and achieve the strategic goals and objectives of the division, manage complex issues, and be involved in long-term financial planning to contribute to the attainment of the agency's goals, objectives, and mission. You will work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB DUTIES

Provide direct leadership to all F&N budget and financial operations to support actions and decisions that achieve the expectations of high professional standards and customer service excellence. Monitor regular division operations; meet all deadlines and timeframes; support division goals and achieve key performance measures; oversee all accountability processes and procedures and perform quality assurance checks to ensure program operational integrity and regulatory compliance.

Direct, manage, and oversee budgeting for revenue and controlling of expenses, ensuring alignment with the Legislative Appropriation Requests, State Operating Budget, and Federal State Plans. Ensure that the quality and accuracy of guidance and report submissions to federal partners is accurate and timely and reflect a comprehensive assessment of and reflect a comprehensive assessment of data available.

Direct and manage the business management staff and team leaders to ensure appropriate and reasonable decisions are made based on critical thinking and sound judgement. Oversee, manage and monitor time submissions and approval and conduct performance appraisals of direct and indirect employees; ensure appraisals are conducted timely, appropriate; and ensure objective metrics are utilized based on developed job descriptions, and supervisor/team leaders are evaluating consistently and equitably; ensure proper hiring policies and practices are followed and work closely with

Human Resources (HR) to ensure positions are filled timely.

Assist the Assistant Commissioner in the development and monitoring of performance measures, program and financial reports, fiscal notes and requested information; oversee report and requests preparation, as needed, of quarterly LBB performance reports, division's strategic planning updates; biennial legislative appropriation requests, general Legislature requests, federal, state, auditor or investigative requests for information, and required federal, state and agency reports.

Oversee development, redesign and implementation of strategic plans and budgets that support efficient and effective program goals, objectives, guidelines and procedures; evaluate division operations and performance to identify and implement short-range, mid-range and long-range goals and objectives; assign and oversee the coordination of staffing and resource needs between the various programs and functional areas of the division; make recommendations to mitigate risk to regulatory compliance and goal accomplishment.

Monitor and manage TDA personnel disciplinary processes and practices and ensure they are completed within established timelines; all required actions have been taken in proper order and complete and adequate documentation is maintained; work with HR to ensure TDA policies are upheld and followed.

Monitor and collaborate with division leadership to ensure staff are professionally developed and are technically proficient in meeting long-term operational goals through activities such as classroom training, team building, on-the-job training, operational manuals, job rotations and special assignments and projects; ensure employees share knowledge through cross-training.

Attend TDA, division staff and senior staff meetings; represent the division/agency on committees, joint projects, and task forces as assigned and at outside meetings; and serve as a contact with other local/state/federal agencies. Serve as a backup to the Assistant Commissioner for F&N in legislative business, including testifying at hearings and providing testimony at legislative meetings, compiling information and communication with legislative and oversight agency staff.

Respond to requests for technical information from clients, the Assistant Commissioner for F&N, TDA staff, legislative or other state government personnel, industry representatives and other organizations; make presentations regarding division programs to interested parties throughout the state as required.

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 with major coursework in Finance, Accounting, Business Administration, Economics, or related field.

Seven (7) years of work experience administering complex financial/budget operations, of which at least three (3) years must have been in a supervisory capacity managing managers or other leaders.

Work experience reviewing and assessing fiscal documents or financial reporting for state or federal programs.

Valid Texas driver's license and an acceptable driving record.

*Educational Substitution: 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

Work experience in an executive or director capacity for federal nutrition program(s).

Work experience serving in a Chief Financial Officer (CFO) capacity or similar role.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program activities 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, including the use of a computer and applicable software. Excellent leadership, management, and strategic planning skills, and critical thinking skills.

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 policies and procedures; to prepare concise reports; to communicate effectively; to energize, develop and build rapport at all levels within an organization; to supervise the work of others; and to exercise sound judgment and discretion.

WORKING CONDITIONS

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: Requires working in a 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.

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 Job Applications". Note: applicants who apply through Work In Texas, to be considered for the position, you must complete additional supplemental questions, optionally provide EEO information including how you heard about the job, and provide an electronic signature in CAPPS Careers.

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) 463-7423 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

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