

**TEXAS BOARD OF PROFESSIONAL ENGINEERS**  
**JOB VACANCY NOTICE**  
**MANAGER IV**

<b>Functional/Working Title:</b>	Director of Licensing
<b>State Classification and Number:</b>	Manager IV - 1603
<b>Military Occupational Specialty Codes (MOS):</b>	12, 120 A, 12A, 88N, 510X, 753X, 50, 59, 3E, 32, 32EX, 3E51X1, 13, 8824, 8826
<b>Salary Group and Salary:</b>	B 25 - \$7,250.00 per month
<b>Preferred Years of Experience:</b>	5 years
<b>Division:</b>	Compliance & Enforcement
<b>Review of Job Description &amp; Responsibilities:</b>	Annually (by Executive Director)
<b>Immediate Supervisor's Title:</b>	Executive Director
<b>Position to Which Immediate Supervisor Reports:</b>	Board Chair
<b>Job Posting No.:</b>	460-LK-010117
<b>Closing Date:</b>	Open Until Filled

**NOTE:** Only applicants who are interviewed will receive written notification of non-selection. During the interview process, applicants may be required to perform a writing exercise.

**Job Description**

Under direction from the executive director, performs complex technical work for the Board, including reviewing and analyzing applications for licensing professional engineers. Manages the daily operations and activities of the licensing program and staff, including new engineering licensure applications, license renewals, and firm registrations. Establishes goals and objectives, develops and implements procedures and policies for the overall functionality of licensure. Evaluates the Board rules and determines ways to simplify, streamline, and clarify the licensing processes. Communicates with the board members, professional engineers, applicants and the general public. Delivers engineering licensure and ethics presentations to engineers and the public. Member of the agency executive staff and participates in strategic goal setting and implementation and continuous improvement activities. Work is performed with latitude for independent judgment and is subject to review for application of sound professional practices.

**Essential Functions**

- Directs, supervises, and evaluates the activities and performance of the Licensing staff. Provides guidance to Licensing Team Lead and Administrative team. Includes hiring, evaluating, providing professional growth development and retention of staff.
- Assures that applicants for a professional engineering license meet the requirements of the Texas Engineering Practice Act and Board Rules.
- Reviews and analyzes applications to determine if the application can proceed toward approval, non-approval, or requires the applicant to provide additional documentation.
- Recommends the approval, non-approval, or personal appearance of the applicant to the Executive Director and/or the professional engineer Board Members.
- Evaluates the Board Rules and determines ways to simplify and clarify the licensing processes.
- Plans, assigns, and supervises the work of the Licensing Division including conducting regular performance evaluations, coaching, and counseling sessions. Manages the business activities in licensing area.
- Provides assistance to pertinent licensing, enforcement, and agency projects and issues.
- Assists in the preparation of recommendations and justifications for alterations or additions to existing licensing policies, procedures, rules, or program guidelines.
- Assists and communicates with applicants, other state Boards, and the public concerning examinations and the licensing process in Texas.
- Presents seminars on Licensing, Ethics, and the Board to engineers, universities, technical societies, engineering companies, and the public.
- Participates in NCEES activities as they relate to licensure.
- Provides technical guidance in the licensing area.
- Performs related work as assigned.

## Knowledge, Skills, and Abilities

- Ability and experience in managing a productive work team.
- Knowledge of management principles, practices, and ability to organize and manage work groups.
- Knowledge of engineering principles, techniques, and procedures.
- Knowledge of regulatory and legislative processes and procedures.
- Ability to interpret and explain rules, regulations, policies and procedures.
- Skills necessary to analyze and interpret engineering work.
- Ability to interpret Board act and rules and its application to compliance and licensing.
- Ability to manage complex projects.
- Ability to comprehend and implement program goals and objectives relative to the agency's mission.
- Effective oral and written communication skills and ability to provide excellent customer service.
- Knowledge and skill in the use of office machines and personal computers to including standard office software and databases.
- Ability to maintain effective working relationships.
- Adaptability to performing other duties as assigned.

## Minimum Requirements

### Education and Experience

Must have graduated from an accredited four-year college or university program with major course work in engineering or a related scientific field. Must have a Texas Professional Engineer (PE) license or must meet the licensing requirements of the Texas Engineering Practice Act and obtain a license from the Texas Board of Professional Engineers within one year. Must have at least five years of full-time management experience of a department or team in which primary duties include the planning, organizing, controlling, and directing the work of employees and five years of full-time experience in engineering or other regulatory experience.

### Preferred Requirements:

Experience and demonstrated management and leadership skills with successful, effective, and complex projects and teams. Knowledge and experience in state government and legislative procedures. Experience in the regulatory process and licensing. Experience in development and implementation of continuous improvement and quality programs. Experienced public speaker. Proficiency of computer skills with office programs.

### Other

TBPE is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

### Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of Army - 12, 120 A, 12A, 88N. Navy - 510X, 753X; Coast Guard - 50, 59, Air Force – 3E, 32, 32EX, 3E5X1; Marine – 13, 8824, 8826, or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

**Must submit a complete official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources - 1917 S Interstate 35, Austin, Texas 78741. Resumes may be submitted with the State of Texas Employment Application Form.**