

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 22-0335

JOB TITLE: Director IV

MONTHLY SALARY: \$11,693.34

POSTING DATE: January 14, 2022

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Chief, Internal Operations

DURATION: Until Filled

GENERAL DESCRIPTION

Senior level position that requires active participation and frequent communication as a member of Executive Council. Work involves establishing the strategic plan, goals and objectives for the division as well as the agency; developing policies, reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities, and reviewing and approving budgets. Plans, assigns, and supervises the work of others.

ESSENTIAL JOB FUNCTIONS

Directs and plans the activities of the Internal Operations division

Builds and maintains a collaborative working relationship with the agency's leadership team; advises the Executive Director and other members of Executive Council on matters affecting the agency

Provides directions, guidance, and assistance in program areas

Develops, reviews, and approves budgets

Coordinates external entity reviews, including monitoring and mitigating potential or actual external entity recommendations related to actuarial, cyber security, or financial matters

Develops and implements techniques for evaluating program activities

Provides consultation and technical assistance to division management staff in strategic management practices, including process improvement, problem solving, and assistance in the design of measurement systems and other similar activities

Oversees comprehensive policy development and implementation as if relates to the Internal Operations division

Oversees the measurement of program goals and objectives that effectively further the agency's mission

Oversees the preparation of reports required by oversight entities including the State Auditor's Office, the Legislative Budget Board, Department of Information Resources and the Office of the Governor

Oversees the Division Dashboards, including Key Risk Indicators within the Agencies Risk Management Information System

Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels and committees

Reads, interprets, and analyses complex material, including rules, regulations, legislative material, and reports, to identify trends and changes in the industry; provides analyses resulting in appropriate recommendations that lead to value added changes to procedures and/or processes

Prepares specialized research projects and reports for the Executive Director and Executive Council

Anticipates customer needs and facilitates appropriate solutions; develops and maintains effective working relationships with internal and external customers

Plans, assigns, and/or supervises the work of others

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent

Graduation from an accredited four-year college or university; applicable experience in addition to other experience requirements may be substituted on year for year basis

Five-years direct experience in accounting or finance, Information Technology, or Human Resources/Talent Management

Five-year experience supervising

Knowledge of financial administration, budget control, and fiscal accounting; human resources; and information technology

Knowledge of governmental accounting

Adaptable leadership style that accommodates implementation of budget control methods, policies and procedures; human resources; and information (cyber system) security

Knowledge of laws and regulations pertaining to state agency operations

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems and; and in reconciling differences

Exceptional skill in effective oral and written communication.

Skill in exercising sound judgment and effective decision making

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to direct the development and implementation of agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others

Ability to maintain confidence and protect operations by keeping information confidential

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Experience working for a Texas state agency

Experience with management system (computer) networks

Experience with human resource management

Experience with state budgeting

CPA licensure, or other related professional certification(s)

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

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