

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Program Management Specialist IV	Working Title: TEF Program Manager
Class Code: 1673 Salary Group: B28	Position #: 00074142
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Texas Energy Fund	Supervisor: Division Director

GENERAL DESCRIPTION

Perform advanced program management work in the planning, coordination and oversight of the Texas Energy Fund loan and grant program. Under the direction of the Division Director, work involves leading the implementation of the TEF loan program and providing oversight and coordination of additional TEF grant programs. Plan, assign, and supervise the work of staff, manage project workflows, and ensure timely execution of all program elements in alignment with agency policies and strategic objectives. Work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Lead planning and execution for TEF programs and projects, including loan and grant initiatives.
- Supervise staff which includes prioritizing and assigning work; managing project timelines; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and providing recommendations on staffing, budget, performance, and promotions.
- Develop and maintain strategic plans and implementation timelines.
- Coordinate responses to communication requests, including media, legislators, and stakeholders.
- Prepare and revise presentations, briefing materials, FAQs, forms, and reports.
- Escalate issues to agency leadership and flag risks or compliance concerns as needed.
- Monitor compliance and conduct performance tracking and reporting for awardees.
- Draft, refine, and streamline process flows and program procedures.
- Oversee data analysis and reporting to support program performance evaluation.
- Manage vendor and contract oversight, including reviews of deliverables and compliance alignment.
- Recommend process improvements to ensure efficiency and consistency with agency and TEF policies and procedures.
- Support internal and external communication through website content, FAQs, and legislative and media responses.
- Ensure quality control of communications and consistent tracking of messaging.
- Identify and mitigate project risks, delays, and barriers to success.
- Support the recruitment of division staff by participating in candidate interviews and providing input on selection decision.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's or post-graduate degree from accredited college or university in business administration, accounting, finance, management, economics, management information systems, or public policy; and

- Five (5) years of full-time experience administering or managing state or federally funded grant or loan programs.

PREFERRED QUALIFICATIONS

- Experience supervising staff and leading cross-functional project teams.
- Experience managing government-funded energy or infrastructure programs.
- Familiarity with Texas government legislative and policy processes.
- Experience with strategic planning, workflow management, and risk mitigation.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of government-funded grant or loan program operations.
- Knowledge of contract compliance and vendor management practices.
- Knowledge of strategic planning, project timelines, and workflow tools.
- Knowledge of records management and reporting practices.
- Skill in communicating effectively with internal and external stakeholders.
- Skill in preparing clear and concise reports, materials, and presentations.
- Skill in using Microsoft Office and project management tools.
- Ability to lead and motivate a team to achieve program goals.
- Ability to coordinate large-scale program initiatives.
- Ability to develop and improve program policies, procedures, and documentation.
- Ability to represent the PUCT professionally in communications with stakeholders and the public.
- Ability to maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to ten (10) pounds.