

Texas Bond Review Board

Employment Opportunity

300 W. 15th Street, Suite 409
Austin, TX 78701
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Executive Director

Job Vacancy Number: 12/17

State Classification No: EXEMPT

Salary Group: 3

Salary: \$99,000 to \$128,000

Opening Date: January 17, 2017

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available

NO FAXES OR PHONE CALLS, PLEASE.

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 00B- General Officer, 01- General Command and Staff, 0204- Counterintelligence/ Human Source Intelligence (CI/HUMINT) Officer or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

The Texas Bond Review Board has the responsibility to review, approve and report on debt issued by Texas state agencies; provide an annual debt affordability study and a 2-year statewide capital expenditure plan; and collect, maintain, analyze and report on local government debt; and administer the state's private activity bond allocation.

The Board is comprised of the Governor, Lieutenant Governor, Speaker of the House of Representatives, and Comptroller of Public Accounts. The Executive Director serves at the pleasure of the Board.

Work to Be Performed: Supervise staff and provide direct support to the Texas Bond Review Board in carrying out its responsibilities. Due to agency size, the job

responsibilities require hands-on tasks, administrative management and supervision of 9 full-time employees.

Specific duties include hiring agency staff; administering rules and operating procedures for all legislative mandates; serving as the agency's primary contact for the financial community, the Legislature and rating agencies on matters related to state debt issuance and debt policy; directing the analyses of state securities transactions to be reviewed by the Board; gathering, analyzing, summarizing and reporting on current financial conditions of state agencies and local governments; assessing the impact of current and proposed debt issuances; coordinating and providing logistical support for Board activities; managing preparation and dissemination of information to the Board, the Legislature, other governmental entities and the public; and performing such other duties as the Board may assign.

Qualifications: Undergraduate degree from an accredited college or university. Master's degree in finance, economics, public affairs or related field preferred.

Experience with the state's major financial agencies or agencies issuing debt; experience in corporate or government finance; or experience in commercial or investment banking. Experience in administrative management/supervision. Demonstrated analytical ability with emphasis on financial analysis. Strong written and oral communication skills. Familiarity with public debt concepts, practices, and procedures. Knowledge of database and spreadsheet software.

To Apply

- **NO PHONE CALLS** or faxes, please. Submit a typed and signed State of Texas application by e-mail to:

John.perryman@brb.texas.gov

- State of Texas applications may be downloaded from <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>

IMPORTANT: Follow the instructions at the above internet address on how to complete and download the State of Texas Application for Employment. Only typed and signed completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of the State of Texas Application.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.

- Due to the nature of TBRB business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TBRB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require special accommodations during the application or selection process
- Employment with TBRB is covered by the Fair Labor Standards Act (FLSA).
- TBRB is an "employment at-will" agency.

VETERANS: We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

**CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER**

TBRB does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.