

**Employment, Recruitment and Retention Branch**

4200 Smith School Road

Austin, TX 78744

Human Resources: (512) 389-4545; Fax: (512) 389-4861; Internet: www.tpwd.state.tx.us/business/jobs/

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|--------------------------|------------------------------|---------------------------|--|
| POSITION TITLE: | Manager II | PHONE NO.: | 512/389-4545 |
| FUNCTIONAL TITLE: | Boater Education Coordinator | FAX NO.: | 512/389-4861 |
| CLASS NO. – | | E-MAIL ADDRESS: | hr@tpwd.state.tx.us |
| SALARY GROUP: | 1602/B24 | POSITION LOCATION/ | Austin Headquarters ACP |
| SALARY: | \$4,770.58/Mo. | ADDRESS: | 1340 Airport Commerce Park Austin, TX 78719 |
| DIVISION: | Communications | | |
| HIRING | | | |
| CONTACT: | Steve Hall | POSTING DATE: | November 24, 2009 |
| POSTING NO.: | 10-13-077 | CLOSING DATE: | December 23, 2009 |

GENERAL POSITION DESCRIPTION: Under the direction of the Hunter & Boater Education Branch Director, the boater education coordinator performs complex managerial work overseeing the daily operations and activities of a statutory program for the agency the mandatory boater education (*Section 31.108-110 Parks and Wildlife Code*). Work involves managing a statewide network of boater education instructors by establishing goals and objectives; developing program policies, procedures and guidelines; developing schedules, priorities, and standards that comply with international standards (N. Amer. State Boat. Law Administrators standards and reciprocity); coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns and supervises the work of regional/field staff, program support staff and volunteers. Coordinates statewide water safety program efforts such as Nobody's Waterproof, Wear It! and other safety campaigns. Works with supervisor to address legislative, commission, boat law enforcement and boat registration actions relating to boating and water safety. Coordinates Party Boat Operator's testing program. Works under general direction with considerable latitude for the use and initiative and independent judgment. Performs additional duties as assigned. Complies with all agency, division, and branch rules, regulations, and procedures.

WORKING CONDITIONS: (1) Required to work Monday through Friday 8:00 a.m. to 5:00 p.m.; (2) Required to occasionally work hours beyond the normal workday hours, weekend work and/or holidays; (3) Required to perform outdoor activities, sometimes long periods of exposure to elements/sunshine and heat, requiring water breaks, sun shade, sunscreen, insect repellent and sunglasses; (4) Required to perform activities around boats and water; (5) Required to travel statewide to conduct courses/events 5-10%; (6) Required to work one weekend per year at the Annual Texas Wildlife Expo (if applicable); (7) Non-smoking environment in State buildings and vehicles.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a bachelor's degree in a field of Natural Science, Physical Science or Resource Education and Outdoor Recreation, including, but not limited to, Park Administration, Biology, Geography, Oceanography, Education, Agriculture Science, Youth Camp Management, Natural Resource Management, Conservation, or Fisheries and Wildlife Management. **Acceptable Substitutions:** One additional year boating, marine or water safety experience may substitute for thirty semester hours of the required education, with a maximum substitution of sixty semester hours.

Experience: Two years of teaching experience in certified school systems, military service schools, boating/sailing schools, college or other equivalent schools; (2) Four years of experience with boating, marine safety and/or water safety programs; (3) Professional experience in program management and supervision. **NOTE:** Experience may have occurred concurrently. **Acceptable Substitutions:** Master's degree from an accredited college or university in a field of Natural Science, Physical Science or Resource Education and Outdoor Recreation, including, but not limited to, Park Administration, Biology, Geography, Oceanography, Education, Agriculture Science, Youth Camp Management, Natural Resource Management, Conservation, or Fisheries and Wildlife Management may substitute for one year of the required experience in boating or marine applications, excluding the teaching experience in certified school systems, military service schools, boating/sailing schools, college or other equivalent schools. **Preferred Qualifications:** Minimum of two years of direct operation of sailing vessels, powerboats and personal watercrafts.

License/Certifications: (1) Must possess or be able to obtain within 30 days of employment, a valid Class "C" Texas Drivers License; (2) Must possess or be able to obtain, within two years of employment: (a) United States Coast Guard Master Mariner license (inland waters) and/or endorsements to include near coastal waters, sail and assistance towing; (b) Student and Instructor level certifications in the state's boater education program; (c) CPR and First Aid Certification.

Note: Retention of position is contingent upon obtaining and maintaining required license. **Preferred Qualifications:** (1) Current United States Coast Guard Master Mariner license (inland waters) and/or endorsements, (2) NASBLA-approved Boater Education Student and Instructor level certifications, and (3) Current CPR and First Aid Certification.

Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Division at (512) 389-4545.



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SELECTION CRITERIA:

Knowledge, Skills and Abilities: (1) Knowledge of local, state, and federal laws relating to boating and the marine environment; (2) Knowledge of public administration and management techniques; (3) Knowledge of volunteer assisted education program planning and implementation; (4) Knowledge of volunteer management principles and learning/teaching practices and principles; (5) Knowledge of natural and cultural resources and promotion of outreach and diversity; (6) Knowledge of learning theory and hands-on training practices; (7) Knowledge of marketing and promotional principles relating to public relations of the program; (8) Skill in safely operating a boat; (9) Skill in public speaking, writing, editing and coordinating communications via magazine, email list serve, newsletter, radio, television and other media; (10) Skill in using a personal computer; (11) Skill in effective verbal and written communication; (12) Skill in managing program staff and budget; (13) Skill in planning statewide goals and strategies and problem solving; (14) Skill in volunteer management principles and learning/teaching practices and principles; (15) Ability to apply techniques and equipment used to conduct safe, outdoor activities; (16) Ability to use computer programs (e.g. graphics, word processing, and spreadsheet applications); (17) Ability to evaluate methodologies used in educational programs; (18) Ability to plan, develop and implement training workshops, events and activities using state-of-the-art training techniques, hands-on teaching methods and training aids; (19) Ability to manage multiple tasks and changing priorities and a program budget; (20) Ability to work with interruptions; (21) Ability to establish and maintain effective working relationships with partners and volunteers; (22) Ability to use mandatory safety accessories such as life jackets; (23) Ability to follow procedures found in the "Texas Boater Education Instructor Program, Policies and Procedures Manual."

Additional Requirements: (1) Resumé and professional references are accepted, but will not serve in lieu of a completed State of Texas Application for Employment; (2) A **PHOTOCOPY** of an official college transcript(s) issued from the registrar **MUST** be submitted with application. The transcript may say "issued to student" and does not need to be sealed and sent to TPWD. The transcript may be faxed, scanned, or mailed with application; (3) Texas Parks and Wildlife requires a Consent for Criminal Background check form from all applicants completed at time of application. The form may be found on our website: <http://www.tpwd.state.tx.us/business/jobs/>.

FORWARD APPLICATION TO: TPWD- Human Resources Division, 4200 Smith School Road, Austin, TX 78744.

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AN EQUAL OPPORTUNITY EMPLOYER