



**Job title: Deputy Director I**  
**Deputy Executive Director- Regulatory Services**

**Posting: 0712-24**

**Opening Date: July 10, 2024**

**Closing Date: July 24, 2024, at 5PM**

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Location: 920 Colorado Street, Austin, Texas 78701

Yearly Salary: \$158,000.04- \$165,000

Division: Executive

**Job Description**

The Deputy Executive Director is responsible to the Executive Director and performs highly advanced policy administration and managerial work, working closely with the Executive Director on the day-to-day operations of the agency and provides guidance and direction as it relates to the agency's regulatory activities and priorities. Work involves overseeing the agency's Enforcement, Field Inspections and Compliance Divisions while providing top-level leadership to carry out the statutory mandates of the agency. The Deputy Executive Director assists in the development of the agency's strategic plan and implements legislation affecting the agency. The Deputy Executive Director also develops policies and procedures regarding the agency's statutory responsibilities and represents the agency in and before a variety of public forums including open meetings and legislative hearings. Plans, assigns and supervises the work of others. Works under minimal supervision with extensive latitude for exercising independent judgment and with broad discretionary power and authority to maintain agency operations and accomplish the agency's mission.

**Essential Duties**

- Oversees the operations of the functionally aligned divisions of Enforcement, Field Inspections, and Compliance.
- Manages agency operations at the strategic/executive level, working with staff to develop and implement decisions on policies, procedures, practices and effective approaches in all functional areas. Ensures assigned functions are carried out efficiently, effectively, within established time frames, and in alignment with agency policies, procedures, processes and strategic initiatives.
- Provides information, counsel and advice to the Executive Director and other executives and management in the planning, development, and operations of agency services; and keeps the executive director informed on the status and progress of operations in assigned areas.
- Reviews and analyzes agency communications, operations, and culture to evaluate performance, identify areas of potential modification and to implement improvements. Provides motivation and guidance and maintains working relationships with employees at a level beneficial to the agency and consistent with the agency's core values.
- Assists in the development and review of the agency's strategic plan and budgetary initiatives and other required reporting.
- Oversees the implementation of legislation affecting the agency.
- Provides assistance in the preparation, development, and review of legislation. Confers with legislative members and/or legislative staff and testifies at hearings and legislative meetings as needed.
- Provides information and advice to consumers, industry representatives, governmental officials, other state agencies and other parties regarding matters under the agency's jurisdiction. Interacts with staff, industry and the public in a positive, professional manner and represents the agency in such a way as to instill public confidence, trust and cooperation.
- Provides strategic direction in the agency's efforts to attain performance target levels.
- Establishes and assures adherence to goals, objectives and strategies that are consistent with the agency's mission and strategic plan. Plans, develops, and approves schedules, priorities, and standards for achieving goals. Directs evaluation activities and identifies trends impacting agency programs and advises the Executive Director on possible rules and/or policies that address those trends.
- Oversees the development and implementation of policies, procedures and processes for the agency and assigned divisions.
- Represents the agency at commission meetings, advisory boards, agency meetings, hearings, trials, legislative sessions, industry outreach presentations, conferences, and seminars.
- For assigned staff: provides guidance, direction and mentoring; develops performance standards and position descriptions; approves leave requests, reviews and signs time sheets; provides direction, guidance and mentoring; develops, consults on, and assists on deciding personnel actions; and ensures accurate and timely appraisals and meaningful developmental opportunities for each employee under direct supervision.
- May review and approve agreed orders and default orders in disciplinary action cases pursued by the Enforcement Division, as directed by the Executive Director.

- Reviews, evaluates, and responds to grievances and/or appeals of grievances related to agency personnel, in accordance with the Personnel Policy.
- Monitors external and internal audits in assigned areas and oversees and ensures the successful resolution of audit recommendations.
- May act as the Executive Director in the absence of the Executive Director.
- Works collaboratively with Executive leadership to model the agency's core values across the divisions and to all staff while promoting the agency's mission, vision and goals.
- Complies with division and/or agency training requirements.
- Keeps the Executive Director appropriately informed of ongoing activity and critical matters affecting the operations and well-being of the agency.
- Models and ensures direct reports demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support while upholding the agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

### **Minimum Requirements**

Seven (7) years progressively responsible executive-level management experience, as well as experience in policy administration, public communications, the practice and principles of organizational planning, budget preparation and strategic planning required. Prior experience with a state regulatory agency preferred. Graduation from an accredited four-year college or university required. Graduate of the Governor's Executive Development Program (GEDP), Transformative Leadership Program (TLP), Executive Leadership for Information Technology Excellence (ELITE) or other Governor's Center for Management Development course and/or program preferred. Must possess a valid class C driver's license, proof of auto liability insurance, and an acceptable driving record from the Department of Public Safety.

### **Military Occupation Specialty Code:**

Navy 641X, Coast Guard SE115, Marine 8003, Air Force 91C0

### **Remarks**

**The successful candidate will have:** Knowledge of local, state and federal laws and regulations relevant to the agency and its operations; of the principles and practices of public administration and management; and, of business and management principles involved in strategic planning, resource allocation, and leadership techniques. Knowledge of accounting, budgeting and financial principles. Skill in the use of computers, including MS Office applications. Skill in effective communications and resolving interpersonal matters. Ability to direct and organize program activities; to establish program goals and objectives that support the agency's strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to direct the development of agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; and to plan, assign and/or supervise the work of others. Ability to model the agency's vision, mission, and core values.

### **How to Apply**

Applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm>. Only Email or fax applications accepted. Email [human.resources@tdlr.texas.gov](mailto:human.resources@tdlr.texas.gov) or fax 512.475.3377. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application. **Only interviewed applicants will receive notice of the final disposition of the selection process.**

*This job is not covered by the Fair Labor Standards Act (FLSA).*

#### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. TDLR 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.*

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation*