

TEXAS OPTOMETRY BOARD

333 Guadalupe Street, Suite 2-420
Austin, Texas 78701-3942
512/305-8500 Fax 512/305-8501



STAFF SERVICES OFFICER I (Permanent, part-time, 20 hours per week)

POSITION POSTED: July 2, 2021

CLOSING: Until filled

MONTHLY SALARY: \$1,666.00

CLASS CODE: 1550

SALARY GROUP: B17

STAFF SERVICES OFFICER I- PART TIME (20 hours per week)

The Texas Optometry Board is seeking a permanent part-time employee for a Staff Services Officer role within the agency. This is a permanent part-time position at no more than 20 hours per week. The position is based in Austin, Texas.

GENERAL DESCRIPTION

Performs routine (entry/journey-level) staff services work. Work involves performing work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, records management, and property management. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs work in several staff services functions such as human resources, accounting, budgeting, purchasing, training, payroll, and records and property management.

Processes purchase orders; coordinates and monitors expenditures; and maintains inventory.

Processes employee payroll changes.

Assists with developing the agency's budget, policies, and procedures.

Assists with legislative appropriation requests and requests of the Legislative Budget Board.

Prepares and tracks all procurement requests in accordance with all state and agency requirements.

Provides technical assistance to Director, section managers, and staff related to various staff services functions.

Prepares, edits, and distributes correspondence, reports, forms, and documents.

May assist with office relocation coordination scheduled for May 2022.

May order merchandise, supplies, and equipment in accordance with state and agency requirements.

May coordinate and assist with developing job postings and screening applicants; answers policy and procedure questions on promotions, demotions, merit increases, disciplinary actions, transfers, and discharge of employees.

May maintain equipment, materials, and supplies.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Experience in office management, business administration, human resource administration, or budget preparation work. Graduation from an accredited four-year college or university with major coursework in accounting principles, human resources, public or business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

PREFERRED EXPERIENCE

Familiarity with general accounting and financial operations. Familiarity with state accounting experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of agency programs, policies, and procedures; of the methods, principles, and practices of the agency; of fiscal or budgeting techniques and practices; and of office management and human resource administration.

Skill in coordinating activities, in the use of a computer and applicable software, and in critical thinking.

Ability to study and evaluate programs and propose recommendations, and to communicate effectively

APPLY

All applicants must submit a State of Texas Application through Work In Texas.