

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I -  
Administrative Support Section

SALARY GROUP: B17

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 02/18/2016

POSITION #: 022499

I. JOB SUMMARY

Performs routine administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, policies, procedures, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving goals; assisting in evaluating program activities; and supervising the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, implementing, coordinating, monitoring, and evaluating regional maintenance program operations and activities; assists in the development of program guidelines, policies, and procedures; and ensures maintenance and construction projects are planned, executed, and documented in compliance with codes, regulations, and agency policies and procedures.
  - B. Oversees and schedules preventive maintenance programs; prepares project estimates of work hours, materials, and resources; initiates requisitions for material and supplies; prepares reports and maintains records of repairs; and prepares and reviews reports on the effectiveness of program activities.
  - C. Oversees and assigns work to maintenance and construction staff; coordinates work assignments with other supervisors to ensure efficient and effective use of resources and time; and assists in coordinating project workload and priorities.
  - D. Conducts on-site visits; confers with staff on program issues and problems; and provides training and assistance in the regional maintenance program area.
  - E. Supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Management, Construction, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning program administration, public administration, or technical program support experience.
3. Experience in the supervision of employees preferred.
4. Maintenance or construction experience preferred.

**B. Knowledge and Skills**

1. Knowledge of maintenance procedures, methods, and standards related to general maintenance and construction.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of applicable state and federal laws, rules, regulations, codes, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to review technical data and prepare technical reports.

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10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to train and supervise others.
13. Skill in the use of automated maintenance management systems preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.