

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

The Executive Director (E.D.) is selected by and serves at the will of the Texas Funeral Service Commission (TFSC). The E. D. is the chief executive and administrative officer of the agency, and is responsible to the Commission Board for all agency operations. The E.D. recommends and participates in the Board's formulation of its mission, strategic plan, appropriation requests, policies and rules. Within that framework, the E.D. plans, organizes, coordinates, controls, directs, and evaluates programs activities and agency staff. The E.D. is responsible to the Commission Board for implementing statutes, rules, and regulations that govern the Texas death care industry.

ESSENTIAL JOB FUNCTIONS

Duties Include:

- Develops and implements agency policies as required by statute and rules as established by the Commission Board
- Effectively communicates with Commission Board members, federal, state, and local governmental agencies, and individuals regulated by the Commission (agency)
- Develops and executes the agency's operating budget and effectively coordinates the process with oversight agencies and appropriate legislative committees
- Prepares and submits reports, communicates agency functions, and testifies before the Texas Legislature
- Effectively plans, directs and coordinates programs and resources of the agency
- Plans, coordinates and completes other duties as assigned by the Commission Board

MINIMUM QUALIFICATIONS:

- High School graduation or equivalent.
- Degree from an accredited college.
- Experience in local, state or federal government, public communications, or business management may be substituted for college degree.
- Proven public speaking experience.
- Demonstrated leadership in the areas of organization and financial management.
- Excellent written and oral communication skills.

PREFERRED QUALIFICATIONS:

- Knowledge and understanding of:
 - o the Texas Legislative process
 - o Texas state agency organizational and budget preparation and planning
 - o Texas state agency rule promulgation process
- Licensed Attorney
- Working knowledge of Administrative Law

To Apply

- Submit a signed State of Texas application by e-mail to:

mgus@tfsc.state.tx.us or dspot@tfsc.state.tx.us

or by mail to:

Texas Funeral Service Commission
PO Box 12217
Capitol Station
Austin, TX 78711

- State of Texas applications may be downloaded from

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV_JOB_BANK

IMPORTANT: NO faxes or TELEPHONE CALLS, please. Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only 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 and accuracy. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations could 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 the Texas Funeral Service Commission 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.
- 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 process.
- Open until filled.
- TFSC is an “employment at-will” agency.

