

Texas Funeral Services Commission
Reposting
Executive Director
June 10, 2024

TITLE: Executive Director	Posting Number: FY 2024-02
Salary: \$95,500 to \$107,948	Closing Date: July 10, 2024
Class/Group Number: E158/Gr 02	Travel: To be determined
Department: Executive	Reports to: TFSC Commissioners

Those who previously submitted an application will not be required to reapply.

JOB SUMMARY

The Executive Director is the chief executive officer and administrative head of the Texas Funeral Service Commission, responsible for administering the agency in accordance with Texas Occupations Code Chapter 651, Texas Health and Safety Code Chapter 691, and Texas Health and Safety Code Chapters 193, 361, 692A, 696, 711, and 716 to the extent they apply to the Commission, as well as other state laws and policies, rules, and regulations that govern the Commission, the death care industry, and non-transplant whole body donation in Texas. The Executive Director is selected by and serves at the will of the Texas Funeral Service Commission, a seven-member board, and is responsible to the TFSC Commissioners for all agency operations. The Executive Director recommends and participates with the Commissioners to formulate the agency's mission, strategic plan, appropriation requests, policies, and rules. Within that framework and to carry out the rules and policies of the Commission, the Executive Director, under Commission supervision, plans, organizes, coordinates, controls, directs, and evaluates agency programs, activities, and staff. The Executive Director will also represent the Commission to a variety of constituencies, including but not limited to legislative bodies, elected officials, professional associations, educational institutions, licensees, consumers, and other governmental agencies or entities at the local, state, and federal levels.

ESSENTIAL FUNCTIONS

1. Develops and implements agency administrative procedures as required by state statutes and rules and that carry out the policies of the Commission.
2. Effectively communicates with the Commissioners; federal, state, and local governmental entities; members of the public; and individuals and entities regulated by the Commission.
3. Develops and executes the agency's operating budget and effectively coordinates the process with oversight state agencies and the appropriate state legislative committees.
4. Prepares and submits reports, communicates agency functions, and testifies before the Texas Legislature.
5. Effectively plans, directs, and coordinates administrative programs and resources of the agency.
6. Plans, coordinates, and completes other duties as assigned by the Commission.

MINIMUM QUALIFICATIONS

1. Bachelor's degree (B.A./B.S.) from an accredited four-year college or university. Additional full-time wage earning experience described below may substitute for the education qualification.
2. Five (5) years of senior level experience in local, state, or federal government, public administration, communications, or business management.
3. Proven public speaking experience.
4. Demonstrated leadership in the areas of organization and financial management.
5. Excellent written and oral communication skills.

PREFERRED QUALIFICATION

1. Experience in a licensing or regulatory agency.
2. Knowledge and understanding of:
 - a) the Texas Legislative process;
 - b) Texas state agency organizational and budget planning and preparation; and
 - c) the Texas state agency rule promulgation process.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to lead, motivate, and manage people and resources, including strategic and operational planning skills.
2. Ability to exercise sound, professional judgment to solve complex problems.
3. Ability to formulate, recommend, and implement policies and procedures, and to plan and organize work duties to effectively meet competing priorities and responsibilities.
4. Ability to maintain effective working relationships with other employees.
5. Ability to maintain confidentiality.
6. Extensive knowledge of agency policy and procedures.
7. Strong interpersonal skills and ability to interact with a variety of constituents, stakeholders, licensees, and government officials.

HOW TO APPLY

Applicants must complete the State of Texas Application for Employment, with all of the requested information, and submit the completed Application in one of the following ways:

1) Go online to [WorkInTexas](#), enter the job posting ID number 1654795, build and complete a State of Texas Employment application and submit through Work In Texas;

2) Complete the State of Texas Employment Application and submit via: **EMAIL** to christine.brister@tfsc.texas.gov. Resumes or Work In Texas applications will not be accepted in lieu of a State of Texas Employment application. To apply through Work In Texas click [HERE](#);

OR

3) Complete the State of Texas Employment Application and mail it to the Commission using the address provided below:

Texas Funeral Service Commission
Attn: Christine Brister, Human Resources Specialist
1801 Congress Avenue, Ste. 11-800
Austin, Texas, 78701

IMPORTANT NOTE: Incomplete applications will be rejected. A resume submitted in lieu of the application will be rejected; however, a resume may be submitted to supplement the State of Texas Application. Additionally, an application with “see resume” within the summary of experience is considered incomplete and will be rejected.

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. **Applications must be received by 5:00 p.m. (CST) on the closing date.**

Only applicants selected for an interview will receive notice of selection results.

OTHER INFORMATION

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the federal Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization, and there is no implied contract of employment. The agency’s hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.

Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact TFSC's human resources division at 512.936.2474.

The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.