

Texas Funeral Services Commission
Job Posting
Director II

Title: Director II	Posting Number: WorkInTexas Job Number: 16964204
	Closing Date: until filled
Location: Austin	Travel: 20%
Department: Willed Body Program/Anatomical	Reports to: Executive Director

JOB SUMMARY

The Director II performs highly advanced managerial and supervisory work, overseeing the operations, staff, and strategic initiatives of an agency division or program. The position is responsible for developing and implementing goals, policies, and procedures; ensuring compliance with state and federal regulations; managing budgets and resources; and evaluating program effectiveness. The Director provides leadership to staff, coordinates with internal and external stakeholders, and ensures that division objectives align with the agency's mission and statutory responsibilities. Work is performed under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Provides leadership and strategic direction for division operations to ensure alignment with the agency's mission, goals, and statutory responsibilities.
- Develops and implements division policies, procedures, and performance standards to ensure consistent and compliant operations.
- Plans, assigns, and supervises the work of staff; provides guidance, training, and performance evaluations to support professional growth and accountability.
- Oversees budget development, financial management, and resource allocation for assigned programs or divisions.
- Directs the preparation and review of reports, analyses, and data to evaluate division performance, identify trends, and support decision-making.
- Coordinates with executive leadership and other divisions to ensure effective communication, collaboration, and policy implementation across the agency.
- Represents the agency in meetings, hearings, and stakeholder discussions; provides expert information and recommendations to the Executive Director, Commission members, and external partners.
- Ensures compliance with all applicable state and federal laws, administrative rules, and agency policies.
- Identifies operational needs and recommends process improvements to enhance efficiency, customer service, and accountability.

- Oversees the resolution of complex or sensitive issues within the division, ensuring fair and consistent application of policies and procedures.
- Monitors legislative, regulatory, and industry developments affecting agency operations and advises leadership on potential impacts or necessary adjustments.
- Performs related work as assigned.

Minimum Required Qualifications:

- High school graduate or equivalent; and
- Four (4) years of professional experience in state-level public budgeting and/or state-level public policy.
- Graduation from an accredited college or university
- Experience in program management, administration, policy development, or regulatory oversight.
- Experience in a supervisory or managerial capacity.
- Experience developing and implementing policies and procedures, managing budgets, and directing staff.
- Experience working in a government, regulatory, or compliance environment is preferred.
- Note: Experience and education may be substituted for one another on a year-for-year basis.

Preferred Qualifications:

- Experience working within a state regulatory agency or similar governmental environment.
- Knowledge of state administrative law, licensing procedures, and enforcement practices.
- Experience in strategic planning, policy development, and program evaluation.
- Demonstrated ability to manage complex projects, budgets, and interdivisional coordination.
- Knowledge of the Administrative Procedure Act
- Knowledge of the Public Information Act
- Knowledge of the Open Meetings Act.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal and state laws affecting the funeral service and non-transplant whole body donation industries.
- Knowledge of Texas rules of evidence, civil procedures, and discovery and investigative procedures.
- Extensive skill in writing clear, accurate opinions and briefs.
- Extensive skill in problem solving and reasoning.
- Ability to communicate effectively and clearly verbally and in writing.
- Ability to deal with professionals in adversarial conditions.
- Ability to organize and multi-task; ability to meet deadlines; to abide by agency's policies and procedures.

- Ability to set priorities and work under pressure.
- Skill in using a computer; ability to utilize general Microsoft Windows functionality; proficiency in use of MS 365 Suite of products, including Outlook, Word, Excel, and TEAMS; appropriate typing skills for preparation of written communications.

Information for Veterans, Reservists, or Guardsmen

The following MOS codes are generally applicable to this position: 00G, 01A, 01B, 01C, 01Z, 10C0, 10CX, 20C0, 30C0, 91C0, 8005, 8040, 8041, 111X, 112X, 113X, 114X, 120X, 121X, 122X, 250X, 251X, 260X, OAR10, SEI10. Please include any of these codes in the State of Texas application to better determine whether the minimum qualifications for this posting have been met.

HOW TO APPLY

Applications **must** be submitted through [WORKINTEXAS.com](https://www.workintexas.com)

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application. **A resume submitted in lieu of the application will be rejected. Additionally, an application with “see resume” within the summary of experience is considered incomplete and will be rejected.**

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 Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an at-will employment organization. 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 Human Resources at 512.936-2474.

The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of 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.