

TEXAS PUBLIC FINANCE AUTHORITY

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JOB VACANCY NOTICE

Job Posting Number: 082
State Classification Number: 1605
State Classification Title: Manager VI
Salary Group: B27
Salary: \$84,182-\$142,374 Annually, depending on qualifications
Opening Date: 10/15/2025
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX 78701

TEXAS PUBLIC FINANCE AUTHORITY

The Texas Public Finance Authority ("TPFA") is the central bond and financial obligation issuer for the State of Texas. TPFA issues municipal bonds to provide financing to construct office buildings, university dormitories, major equipment purchases, healthcare project grants, unemployment obligations, disaster financing and for a variety of other needs. TPFA typically issues up to \$1 billion in debt annually and manages several billion dollars of outstanding debt obligations. TPFA has a focused mission, and the finance and legal work is typically project oriented. TPFA has a small but highly skilled staff who perform progressively complex and challenging work on existing and new projects that require creative analysis.

GENERAL DESCRIPTION

Performs senior-level managerial work administering the daily operations of an agency's business functions while supporting executive staff in achieving long-term strategic goals. Work involves establishing goals and objectives; developing and implementing guidelines, procedures, and policies; setting schedules, priorities, and performance standards; and coordinating and evaluating operations to and implementing efficiencies. Works under minimal supervision, with significant latitude for initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

OPERATIONAL MANAGEMENT RESPONSIBILITIES MAY INCLUDE:

Develops and implements techniques for evaluating agency business functions and activities.
Adherence to organization appraisal process or improvement.

Identifying and developing education and training beneficial to the organization.
Reviews budget expenditures and align budget priorities, including monitoring and facilitating the development and completion of the agency's Strategic Plan and Legislative Budget Report.
Confer with staff and management to develop the agency's annual Risk Assessment.
Monitors and facilitates:

- the agency's debt service payment process;
- special projects and the implementation of special initiatives;
- Annual Financial Reporting and related routine state reporting requirements;
- completion of other routine state reporting requirements;
- the allocation of resources to achieve timely outcomes and measurable goals, including the effectiveness and efficiency of staffing levels; and
- bond-specific reporting.

Other duties as assigned.

STRATEGIC PLANNING & LEADERSHIP RESPONSIBILITIES INCLUDE:

- Confer with executive management to develop strategic plans and long- and short-term goals for the department and implement recommendations.
- Comparing organizational capabilities and capacities to broader strategies and goals to ensure alignment.
- Provides input in the development of new policies and procedures, and monitors compliance with policies and procedures.
- Guide cross-functional teams and executive leadership in high-impact decision-making, policy development, and operational improvements.
- Lead special projects, program analyses, research studies, and internal audits.
- Serve as backup to Director(s).

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the management of a business function, division, or department relevant to the assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is required.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels:

- Knowledge of local, state, and federal laws and regulations relevant to a business function, division, or department; and the principles and practices of public accounting, administration and management.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative approaches or solutions to problems; and the use of a computer and applicable software.
- Ability to manage business function, division, or department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to supervise critical business processes and procedures.

REGISTRATION, CERTIFICATION, OR LICENSURE

Certified Public Accountant or Certified Internal Auditor

IMPORTANT NOTICE TO ALL APPLICANTS:

- The selected candidate is subject to a criminal background check and to employment verification through E-Verify. Visit www.dhs.gov/E-Verify to learn more about your rights and responsibilities.
- Positions requiring a degree and/or licensing require proof of degree and/or license at time of interview.
- Salary is contingent upon qualifications and is subject to salary administration.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

HOW TO APPLY:

Individuals desiring to apply for this position must complete a State of Texas Application through WorkInTexas.com. Resumes will not be accepted in lieu of State Applications.

Applicable Military Occupational Specialty Codes: (Additional information on the State's Military Crosswalk may be found at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

Army	N/A
Navy	612X, 632X, 641X
Coast Guard	SEI15
Marine	0602
Air Force	8U000, 9G100, 16GX, 86M0, 86P0
Space Force	N/A