



CAREER OPPORTUNITIES

ASK US ABOUT A CAREER IN:

State Parks

This division is responsible for managing the day-to-day activities of the State Park System, and developing, maintaining and implementing a comprehensive outdoor recreation plan to ensure that the overall recreational needs of Texans and the State's visitors are met.

We look for individuals with background education and experiences in park administration, park maintenance, planning, archeology, exhibit technology, food service, railroad technology, historic preservation and interpretation.

Wildlife

This division is responsible for managing and conserving the wildlife and cultural resources of Texas for the use and enjoyment of present and future generations (Upland Wildlife Ecology, Migratory Wildlife and Wetland Ecology, Private Lands Enhancement, Public Hunting, Wildlife Diversity, Natural and Cultural Resources and Land Conservation programs) through research, technical guidance, education, development of regulations, promotion and facilitation of nature-based tourism and use of incentives.

We look for individuals with background education and experiences in wildlife and habitat management, research and technical guidance, education and data management.

Administrative Resources

This division is responsible for providing departmental support through property and records, transportation and warehousing functions. Also responsible for providing data entry, systems analysis and computer programming/processing services; and for planning, organizing and administering the department's financial programs through accounting, budgeting, auditing and revenue functions.

We look for individuals with background, education and experiences in word processing, radio technology, security, automobile mechanics, building service and maintenance, printing, supply, property accounting, inventory control, systems analysis, programming, data control, data entry, computer operations, accounting, auditing, purchasing, contracting.

Legal

This division is responsible for providing legal advice and assistance to TPWD staff and TPW Commission regarding matters within TPWD's authority, such as water quality, water rights, fish and wildlife law, criminal law, employment law, contract law, administrative law and open government law. Represents TPWD in administrative legal proceedings and assists the Attorney General's Office in litigation involving TPWD. Assists TPWD divisions and Executive Office with rulemaking. Coordinates responses to requests for information under the Texas Public Information Act. Reviews and drafts agreements involving TPWD.

We look for individuals with background, education and experiences in litigation, federal, state and municipal laws, drafting agreements, administrative law, criminal law, employment law, contract law, knowledgeable about conservation rights as it pertains to water, fish and wildlife in general. Position requires a JD degree or work toward one.

Coastal Fisheries

This division is responsible for managing Texas marine resources; cultures fish for stocking Texas reservoirs and bays; performs noxious vegetation control; researches and develops sport fishing management techniques; and studies and recommends construction or engineering projects which will affect the environment of Texas waters.

We look for individuals with background, education and experiences in fishery biology, fishery management, fisheries research, fishery technology, marine fish hatchery production and research, aquatic habitat management, human dimensions in fisheries, aquatic education.

Information Technology

This division is responsible for establishing the agency enterprise system architecture for voice, network and data systems. Installs and maintains enterprise server hardware and software to provide the agency with the tools necessary to conduct automated business. Creates infrastructure feasibility studies in addition to project planning, system acquisition and final deployment of major projects. Ensures data integrity and security by selecting and managing products that provide data security. Ensures critical systems are backed up and monitored for conformance to agency security and disaster recovery policies/procedures. Network Administration of Wide Area Network (WAN) and Local Area Network (LAN).

Applications Development Responsible for the analysis, design and development of custom "in-house" written applications such as the Boat Registration and Titling System, Law Enforcement Citation System, Coastal Fisheries System, Hunter Education System and Facilities Management System. Provides support and customized programming necessary to run the agency's Oracle financial system. Responds to open records requests and provide ad hoc reporting services.

Customer Service Provides support for a variety of recommended and supported hardware and software products. Installs new PCs and repairs or upgrades existing PCs. Provides support to agency WAN field offices. Provides support for all agency related E-forensic investigations. Provides training on standard agency business software as well as custom classes. Provides processing services for main-frame and client server applications.

Planning and Quality Assurance Ensures compliance with technology-related legislation. Reviews IT audits, writes security administration documentation, assures quality of customer applications and assists with security awareness. Disaster recovery planning across the entire agency. Prepares the Biennial Operating Plan (BOP) and the IT Strategic Plan. Agency-wide technology procurement and administration of the IT budget.

We look for individuals with background, education and experiences in computer programming, information systems, system analysis, data entry, software training, technical support desk help, web administration, databases, macromedia, MS Office Suites (Excel, PowerPoint, Access, Word, etc.), buffer operations, command injection plans and the likes. Training backgrounds in the above areas are highly desirable.

Communications

This division is responsible for managing internal and external communication and marketing. External products include the *Texas Parks & Wildlife* magazine and PBS television series. The division produces print and video news releases and employee print and video newsletters. Continued development of the agency's internet site is also a priority. The division's Texas Conversation Passport program and its consumer research group help provide Texans with information.

We look for individuals with background, education and experiences in journalism, photography, video technology and production, marketing and advertising, media and news relations, graphic arts, research and development.

Human Resources

This division is responsible for administering the personnel, training and development, employment, recruitment, employee relations and benefits and natural quality service programs for the department.

We look for individuals with background, education and experiences in personnel management, employment, recruitment, employee relations, training and development, employee benefits. In addition individuals with certification as PHR or SPHR.

Infrastructure

This division is responsible for administering the agency's capital program and providing professional planning, design and construction management for repairs and capital improvements of departmental facilities and lands.

We look for individuals with background, education and experiences in project and construction management, master planning, architecture, engineering, construction inspection, drafting, surveying, construction contract administration, project cost accounting and budgeting.

Inland Fisheries

This division is responsible for managing Texas freshwater resources; cultures fish for stocking Texas reservoirs; surveys, researches and develops sport fishing management techniques; and surveys and manages aquatic habitats.

We look for individuals with background, education and experiences in fishery biology, fishery management, fisheries research, fish culture, aquatic habitat management and angler education.

Law Enforcement

This division is responsible for providing a comprehensive statewide enforcement program to protect natural resources and the environment and provides safe boating and recreational boating safety on public waters by ensuring compliance with applicable state laws and regulations.

We look for individuals with background, education and experiences in conservation law enforcement, aviation, boat operations and maintenance, administrative support, data control, data entry, computer operations, purchasing, game warden and park police officers.

HOW TO APPLY FOR EMPLOYMENT

TPWD's Application Process:

- Go to our Web site at www.tpwd.state.tx.us and click on **Jobs** (in the **SHORTCUTS** section). You can search for a position by: Current Postings, By Category, By Division, Continuous Postings and Student Summer Internship Program.
- When you find a position that you are interested in applying for, **MAKE SURE YOU MEET THE MINIMUM QUALIFICATIONS AND THAT THE CLOSING DATE ON THE POSITION HAS NOT EXPIRED.**
- You must complete a State of Texas Application form and submit by the closing date. The form is available to download in Word 97 and PDF formats, by clicking on **State of Texas Application Forms**.
- When filling out the application form, please do not put "See Resume." The more detail you provide on the application form the better your chances for getting a physical interview.
- If you are applying for the same position type, but in different divisions, you may make a copy of the filled out application leaving these sections blank: Title of Position, Job Posting Number and Closing Date. Once you have made the desired copies, then fill in the appropriate title, number and date on each copy. **You must have these three items filled in on every application submitted.**
- You can submit your application electronically (no signature required), by fax or by regular mail. The form must be received no later than 5:00 p.m. on the date of closing.
- If you are called in for an interview, you will be asked to sign the application, if needed, as well as bring in all required documents requested in the Job Posting.

FOR MORE INFORMATION

Contact the Employment, Recruitment and Retention Branch at:

Texas Parks and Wildlife Department
 4200 Smith School Road
 Austin, Texas 78744

E-mail: hr@tpwd.state.tx.us
 Phone: (512) 389-4545; Fax (512) 389-4861
 Job Line: (800) 792-1112

TPWD Field Office Locations

Abilene	Canyon	Galveston	Lockhart	Rusk
Albany	Castroville	Garland	Lubbock	Sabine Pass
Alpine	Cedar Hill	George West	Lufkin	San Angelo
Alto	Cleburne	Glen Rose	Lumberton	San Antonio
Alvin	Colorado City	Goliad	Marshall	San Felipe
Amarillo	Comstock	Gonzales	Mathis	San Marcos
Anderson	Concan	Graford	Meridian	Seabrook
Artesia Wells	Corpus Christi	Grapeland	Mexia	Seguin
Athens	Cotulla	Groesbeck	Midland	Sheffield
Atlanta	Daingerfield	Hebbronville	Mineral Wells	Smithville
Austin	Dallas	Houston	Mission	Somerville
Bandera	Del Rio	Hunt	Monahans	Stonewall
Bastrop	Denison	Huntsville	Moody	Tatum
Bay City	Driftwood	Ingleside	Mount Pleasant	Temple
Baytown	Eagle Lake	Ingram	Needville	Tennessee Colony
Beaumont	Edinburg	Jacksboro	Paducah	Three Rivers
Bend	Edna	Jasper	Palacios	Toyahvale
Big Spring	Electra	Johnson City	Paris	Tuscola
Blanco	El Paso	Junction	Pittsburg	Tyler
Bonham	Eustace	Karnack	Pleasanton	Uvalde
Brackettville	Fairfield	Kerrville	Port Aransas	Valley View
Breckenridge	Falcon Heights	Kingsville	Port Arthur	Vanderpool
Brownsville	Fannin	Knox City	Port Comfort	Victoria
Brownwood	Fort Davis	La Grange	Port Isabel	Waco
Bryan	Fort Worth	La Marque	Port O'Connor	Washington
Bulverde	Fort McKavett	La Porte	Presidio	West Columbia
Burnet	Fredericksburg	Laredo	Quanah	Whitney
Caddo	Freeport	Ledbetter	Quitaque	Wichita Falls
Caldwell	Frisco	Livingston	Quitman	
Calliham	Fulton	Llano	Rockport	

**We have 150 field offices, 3,000 employees with about 700 located at the Austin Headquarters.
 We manage over 120 state parks in Texas and probably have one located in your backyard.**

