



**Working title: Accessibility Specialist I**

**Class title: Program Specialist I**

**Posting No.: 1108-26**

**Opening Date: 11/20/2025**

**Closing Date: Open Until Filled**

Location: North Campus, 1106 Clayton Ln., Austin, TX 78723

Class Code: 1570

FLSA: Non-exempt

Salary Group/Salary: B17, \$42,976.08- \$50,322.96/yr.

Division: Compliance

Number of positions: 1

### **General Description**

The Accessibility Specialist I performs routine (journey-level) administrative, consultative and technical assistance work in the planning, developing, and implementing of the Elimination of Architectural Barriers Program. Assists in quality assurance audits; processes variances and appeals; and researches and prepares policy, procedures, and reports. Responds to the general public, design professionals, industry representatives, agency staff, and government agencies on state accessibility requirements. Works under moderate supervision with limited latitude for the use of initiative, creativity, and independent judgment. This position reports to the Architectural Barriers (AB) Supervisor.

### **Essential Job Functions**

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to the Elimination of Architectural Barriers Program.
- Provides support and collaborates in the planning, development, implementation, analysis, and documentation of the Elimination of Architectural Barriers Program.
- Serves as a liaison to the Architectural Barriers Supervisor, department staff, design professionals, industry representatives, government officials, advisory groups, and the general public to assist in explaining program specifics and requirements.
- Assists in quality assurance audits to determine projects are in compliance with the statutes, rules, procedures, and standards; documents findings and makes recommendations.
- Processes applications for variances and appeals by coordinating, reviewing, and providing recommendations to other section staff.
- May assist with processing plan reviews and revisions to ensure compliance with statutes, rules, and technical standards.
- Assists department staff in determining trends, researching solutions, and resolving daily technical and administrative inquiries/problems to produce a more effective program.
- Assists in developing administrative and technical materials and monitors program web pages and correspondence to ensure information is accurate and current.
- Performs research, evaluates data, and assists in preparing and reviewing technical/administrative reports, studies and specialist research projects.
- Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operation and well-being of the agency, while upholding the Agency's core-values.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team while upholding the Agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

### **Required and Preferred Qualifications**

- Graduation from a standard senior high school or GED equivalent is required.
- Two (2) years progressively responsible office, administrative practices, or quality assurance experience is required. (Graduation from an accredited four-year college or university with a degree in architecture, environment design,

engineering, or other discipline relevant to the program is preferred and may substitute for the required two years of experience.)

- Willingness to travel up to 25% for work-related purposes is required.
- Experience related to building planning, accessibility design, review, or inspection is strongly preferred.
- Experience writing or reviewing technical reports including the use of written and oral skills, i.e., correspondence, answering technical phone calls, reports, etc. is preferred.
- Experience analyzing or interpreting state of federal laws related to the EAB program is preferred.
- Experience with reading and interpreting construction documents is preferred.
- Experience providing training to others is preferred.
- Certification as an accessibility inspector/plans examiner granted by a model code organization is preferred.
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook), internet research, and/or an online program management system is preferred.
- Typing skills with an accurate speed of 40 wpm is preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of state and federal laws related to the program; of policies, functions, and operations of the Elimination of Architectural Barriers Program; and, of public administration and management techniques. Knowledge of research techniques; of training techniques including public speaking; and, of program management processes and techniques.
- Skill in operating computers and in applicable software, including MS Office applications.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and, to prepare reports.
- Ability to develop, evaluate, and interpret policies and procedures; and, to read and interpret construction documents.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively - verbally and in writing.
- Ability to provide friendly, caring service to customers.

### **Physical and Mental Requirements**

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to occasionally reach overhead, twist upper body, bend, squat, or kneel.
- Must be able to lift file boxes weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.
- Ability to work in construction/industrial areas and outdoors in adverse weather conditions.
- Must be able to stand or sit for extended periods of time and operate standard office equipment and computer software.
- Ability to occasionally lift, carry, and manipulate equipment up to 25 pounds.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **HOW TO APPLY**

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov). For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a

description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

#### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

#### **E-VERIFY**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

#### **TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the 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.*