



Working title: Accessibility Specialist IV #0703-26

Class title: Program Specialist IV

Posting No.: 0703-26

Opening Date: 07/07/2026

Closing Date: Open Until Filled

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

Class Code: 1573P1

FLSA: Professionals/Administrative-Exempt

Salary Group/Salary: B20, \$63,157.08 - \$69,220.32/yr.

Division: Compliance

Number of positions: 1

General Description

The Accessibility Specialist IV performs highly complex administrative, consultative, and technical work in the planning, development, and implementation of the Elimination of Architectural Barriers (EAB) Program. Work involves conducting quality assurance audits; performing occasional field inspections; reviewing project-related variances and appeals; research and preparation of policy, procedures, and reports; and providing consultative and technical services to the general public, design professionals, industry representatives, agency staff, and governmental agencies on all aspects of state accessibility requirements. Works under limited supervision with moderate latitude for the use of initiative, creativity, and independent judgment. This position requires up to 25 percent travel to fulfill statewide oversight, auditing, and enforcement responsibilities. 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.
- Coordinates and collaborates in the planning, development, implementation, analysis, and documentation of the Elimination of Architectural Barriers Program.
- Coordinates with and serves as a liaison to the AB Supervisor, department staff, design professionals, industry representatives, government officials, advisory groups, and the general public providing technical assistance as necessary.
- Oversees, coordinates, and monitors review/inspection activities and serves as the lead auditor, conducting quality assurance audits to determine compliance with the statutes, rules, procedures and standards; documents findings; makes recommendations.
- Processes applications for variances and appeals by coordinating, evaluating, and providing recommendations.
- May perform occasional field inspections to ensure compliance with statutes, rules, and technical standards.
- Provides technical assistance by working with the public and coordinating department staff efforts 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 (including technical memorandums, bulletins, and web content); monitors program web pages and correspondence to ensure information is accurate and current.
- Administers trainings and provides guidance to staff, licensees, and stake holder groups that teach about statutes, rules, technical standards, and policy related to the Elimination of Architectural Barriers Program.
- May process occasional plan reviews and revisions to ensure compliance with statutes, rules, and technical standards as necessary to maintain performance measures.
- Performs research, evaluates data, and assists in preparing and reviewing technical/administrative reports, studies, and specialized research projects.
- Collaborates with department staff in determining trends, researching solutions, and resolving daily technical and administrative inquiries/problems to produce a more effective program.
- Collects, organizes, analyzes, and/or prepares materials in response to requests for program information and reports.
- Assists in analyzing legislation to develop recommendations for policy and programmatic issues relating to the implementation, improvement, and/or expansion or reduction of the program.
- Assists in the development of program policies, procedures, and standards in accordance with program objectives

and goals.

- 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.
- Five (5) years of experience related to building planning, accessibility design, review, quality assurance audits, or inspections is required. (Graduation from an accredited four-year college or university with a degree in architecture, environmental design, engineering, or other field relevant to the program is preferred and may substitute for two years of the experience requirement.)
- Willingness to travel up to 25% for work-related purposes is required.
- Experience and knowledge of research techniques, of training techniques, and of program management processes and techniques is 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 and federal laws related to the Elimination of Architectural Barriers (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; and, of program management processes and techniques.
- Knowledge of general practices, codes, and policies relative to the construction industry.
- Skill in the operation of personal computers, web-based communications, and applicable software, including Microsoft Office applications.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to prepare reports.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability 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.
- Ability to train, oversee, and monitor the work of others.

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.

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

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received 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 may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

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 not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

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.