



Position Title: Field Training Manager

State Classification/Title/Salary Group: 1605 / Manager VI / B27 **or** 1606 / Manager VII / B28
*Depending on qualifications

Salary: \$8,333.33 - \$10,000 monthly, plus benefits

Position Location: Statewide, duty station to be determined at the time of selection

FLSA Status: Exempt

Job Requisition #: 00052757 **Closing Date:** October 3, 2025

Veterans, Reservist or Guardsmen with an MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: <https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

General Description:

The Training Manager for the Texas Animal Health Commission (TAHC) reports to the Deputy Executive Director and serves as the trainer and coordinator for statewide field operations training. Responsibilities include supervision of training staff and oversight of field training activities. Performs highly advanced (senior-level) managerial work administering training activities for field operations and other departments for TAHC. Work involves establishing goals and objectives for continuity among regional services; works closely with the compliance department to maintain consistency in operations. Serves as the primary liaison between central office administration and field operations to ensure continuity of training operations. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Travel is required statewide.

Essential Job Functions:

- Provides training for statewide field operations to ensure staff are adequately trained and operate consistently in accordance with policy. Conducts quarterly review of regional operations.
- Coordinates and works with the compliance department to ensure consistency in operations.
- Serves as primary liaison between central office administration and field operations, including training to ensure continuity of agency operations.
- Promotes and maintains open communication with all field, training, and compliance staff to ensure consistency. Conducts regular meetings with field and training staff to assess immediate needs.
- Works with leadership to ensure the regions and the training department have the personnel, supplies, and equipment needed to accomplish their mission in a logistically, efficient manner.
- Assists in the development and review of associated field manuals, administrative guidance documents, and policies with agency executive staff, epidemiology, and training departments to ensure programs are functioning effectively.
- Evaluates training needs for regions to ensure requests are met through the appropriate on the job training (OJT), formal trainings, and the development of new training modules as appropriate with the assistance of the agency executive staff, epidemiology department, and the training manager.
- Assists in the development, review, and editing of training for the authorized personnel program, epidemiology, and training staff, as applicable.
- Works with the executive staff, epidemiological staff, training staff, authorized personnel staff, and USDA APHIS VS to ensure Authorized Personnel Training is conducted in a timely manner, as required.
- Works with the epidemiology department to ensure active herds and flocks are reviewed monthly for progress and that administrative essentials and epidemiologic investigations are completed as required.



- Meets regularly with executive staff and USDA APHIS VS to ensure the efficient cooperative use of TAHC & USDA combined personnel and equipment resources to achieve field operation goals.
- Provides oversight and coordinates with regional directors in response to emergency situations.
- Provides supervision of training staff and the training department.
- Represents the agency at meetings, conferences, workshops, and seminars as needed.
- Maintains positive working relationships between TAHC and livestock producers, producer associations, etc.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in agriculture, animal science, or related field of study.
- 6 years' experience working in animal health or related field.

Education and experience may substitute on a year per year basis.

Preferred:

- Doctor of Veterinary Medicine Degree.
- Licensed to practice veterinary medicine in the State of Texas and be in good standing (or ability to become licensed in Texas within six months from date of hire).
- Experience in management.

Knowledge, Skills and Abilities: Thorough knowledge of domestic livestock, disease control and eradication methods, and epidemiology. Demonstrated leadership skills in planning and directing an organization of comparable responsibilities and complexities. Ability to plan, organize, coordinate, review, and evaluate the agency's operations; to manage professional and paraprofessional staff directly and through managers; to analyze and solve problems in both short- and long-term situations; to exercise sound judgment in evaluating situations and making decisions; to express concepts clearly and logically; to understand, interpret, explain, and enforce regulations and policies; to be on call and to travel as necessary.

Other Requirements: Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at current allowance rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT: The TAHC is an emergency response agency. This position plays a key role in the agency's emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and, may include duties other than those specified in the standard position description.



How to Apply: To submit your application for employment, click the link below, select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All 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. Resumes do not take the place of this required information.

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An Equal Opportunity Employer

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.