



Position Title:	Secure Food Supply Specialist		
Classification/Title/Salary Group:	1573 / Program Specialist IV / B20		
Monthly Salary:	\$5,521.25 - \$6,000 per month, plus state benefits		
Position Location:	To Be Determined		
FLSA Status:	Exempt	Openings:	2
Job Requisition #:	00053019	Closing Date:	October 7, 2025

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)

General Description:

Performs highly complex (senior-level) consultative services and technical assistance work for the Secure Food Supply (SFS) program reporting to the Director of Emergency Management. Work involves developing and implementing SFS plans collaborating with agency staff; providing education for industry groups and individual producers about SFS plans, and the importance of enhanced biosecurity; and providing various methods of outreach to educate the public. Serves as a subject matter expert in the SFS programs and biosecurity practices and works with other stakeholders to further the development of the SFS program at the national level. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Provides support and collaborates with agency leadership to create and maintain a comprehensive and effective SFS program, to include working with other states and USDA, ensuring there is regional and national cohesion between individual state SFS programs.
- Composes, writes, and develops SFS plans and documentation in a clear, concise manner. Reviews, edits, and updates SFS information as necessary.
- Provides guidance on SFS plans and implementation for industry stakeholders.
- Monitors and evaluates SFS plans for changes related to policies, rules, regulations, and state/federal laws; observes trends, emerging issues, and recommends appropriate changes.
- Develops and implements communication and education plans to reach producers unfamiliar with the SFS program and provides information and resources available in Texas to assist in their development plan.
- Performs outreach through public speaking engagements to inform and market the importance of the SFS program.
- Collaborates with the Communications department to customize SFS program materials available on the respective websites and help coordinate updates to TAHC website.
- Attends trainings, meetings and exercises related to FAD response with particular emphasis on SFS and biosecurity concepts providing and coordinating the necessary information to those in attendance.
- Responds to FAD outbreaks utilizing SFS program expertise.
- Serves as a liaison for industry groups and other organizations, and the public to assist in explaining the SFS program.
- Performs other duties as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in Agriculture Science, Animal Science, or related field.
- Two (2) years of general office, administrative, and/or project assistant experience.

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

Preferred: Experience in agricultural field.



Knowledge, Skills, and Abilities: Knowledge of local, state, and federal laws related to the program area; public administration techniques; training and marketing techniques; and program management processes and techniques. Skill in identifying measures or indicators of program performance and in the use of a computer and applicable software. Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; and to communicate effectively. Knowledge of management techniques; statistical analysis processes; budget processes; and research techniques. Ability to provide guidance to others.

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 on CAPPS Job Search, then 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 work experience, including job title, dates, employer, supervisor's contact information and a description of duties performed. If this information is not submitted, your application may be rejected and be considered incomplete. Resumes do not take the place of this required information, however, may serve as supplemental information.

[CAPPS JOB SEARCH](#)

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.