



**CERTIFIED**  
By Webb County  
Civil Service Commission  
April 14, 2010

**JOB TITLE: WEBB COUNTY EXECUTIVE ADMINISTRATOR TO COMMISSIONERS COURT**

**DEPARTMENT: COMMISSIONERS COURT**

**REPORTS TO: WEBB COUNTY COMMISSIONERS COURT**

**JOB SUMMARY**

Serve as Executive Administrator to County Commissioners Court. Provides leadership, management, coordination, and liaison between Commissioners' Court and the county's departments which are comprised of, Building Maintenance, Housekeeping, Human Resources, Indigent Health Care, Information Technology, Parks, Purchasing, Risk Management, and Solid Waste.

**ESSENTIAL DUTIES AND REQUIREMENTS:**

Acts as major liaison between Commissioners' Court and Department Directors. Keeps Commissioners' Court abreast of major issues concerning Administrative Departments;

Facilitates and monitors performance objectives and evaluates performance of each department and department directors.

Supervises Directors of the Departments under Commissioners Court ;

Communicates with department directors to convey and gather information required by commissioners' court;

Performs administrative work — planning, directing, and coordinating department and county wide activities for county;

Functions as operations manager including interpretation of policies and implementation of programs as directed by commissioners court;

Provides information and staff support at commissioners' court meetings and workshops;

Participates in preparation and coordination of commissioners' court agenda; Responds to

inquiries from the public, civic and professional groups, and news media;

Confers with commissioners' court on policy matters and proceeds as appropriate to ensure implementation and compliance;

Acts as county liaison to renters and lessees of county real property;

Assist as liaison for professional, in-house and outside services;

Researches and oversees grants for County, per request.

Develops individual performance plans, monitors performance and evaluates performance of Department Directors;

Assists Administrators with budget preparation;

Makes recommendations to the Commissioners' Court on the critical issues of county government;

Develops to completion Special Projects as assigned by the Commissioners' Court/County Judge.

Serves on various county committees representing Commissioners' Court.

Attend local, regional, state meetings on behalf of / or representing County Commissions' Court member(s).

#### Other Important Duties\*

Frequent travel may be required to other counties, state, national meetings.

Performs other related duties as may be assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*Knowledge of:* structure and operation of county government; managerial and budgetary practices and procedures to direct departments comprised of more than 50 employees.

*Skill/Ability to:* Determine priorities and results to be attained to support overall organizational goals, responsible for recognizing and independently solving difficult problems where chance for error is high and may have serious financial or political consequences. Ability to quickly understand multiple regulations, ordinances, and laws governing county government. Ability to analyze a variety of administrative problems and make sound policy and procedure recommendations. Ability to supervise and motivate employees; assist in contract negotiation, deal with high stress situations, develop and maintain effective working relationships with co-workers, county officials / department heads, city officials and other organizations and the public; gain through knowledge of the principles and practices of county administration including operational functions of the various units of government; must possess strong supervisory skills in providing guidance to assigned departments in implementation of commissioners court directives; governing body and demonstrate proficiency in both oral and written communication; conduct research and evaluations of programs and resources; work in a diversified, multifaceted organization; and operate computer using standard and word processing software.

#### ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in business administration or a related field, plus at least five years experience in management.

Also, three years experience in public sector preferred but not required;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

None.