

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Executive Administrator
DEPARTMENT: County Judge
SLOT NUMBER: 2828
REVISION DATE:

JOB SUMMARY:

Serve as Executive Administrator to the County Judge. Performs administrative, technical, and professional work in preparing bi-monthly Commissioners Court meeting agendas and any other special meeting agendas while ensuring all meeting information is disseminated to all county departments and officials.

This position reports to the County Judge. This employee provides services to citizens and public and governmental entities on all matters related to the County Judge's Office. This work is based on a broad range of programs, services, issues, and policies. Responsible for preparation of accurate and timely agendas and packets in accordance with the Texas Open Meetings Act and policy of Commissioner's Court.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages, in concert with County Judge, County Commissioners, and Court's Attorney, Commissioners Court agendas and ensures compliance with the Texas Open Meetings Act, Government Code 551 and Court policies.
- Provides guidance to department heads and elected officials regarding the procedures of the court (i.e., agenda items).
- Conducts bi-monthly pre-agenda meetings with pre-agenda committee to finalize Commissioner's Court agenda.
- Provides information and staff support at Commissioner's Court Meetings.
- Acts as liaison between the County Judge and County Departments and Elected Officials.
- Facilitates and monitors performance objectives and evaluates performance of county departments on behalf of County Judge.
- Communicates with department directors to convey and gather information required by County Judge.
- Communicates with local governments regarding county issues.
- Responds to inquiries from the public, civic and professional groups, and news media on behalf of County Judge.
- Performs administrative work- planning, directing and coordinating department and countywide activities.
- Coordinates and develops to completion special projects as assigned by County Judge.
- Prepares complex studies, reports, records, and evaluations for formal and informal presentations.

- Makes recommendations to County Judge on the critical issues of county government.
- Assists in planning and preparing budget for County Judge's Office and maintains budget controls and authorizes departmental expenditure requests.
- Assists Administrators with budget preparation.
- Acts as liaison for County Judge by serving on various county committees.
- Attends meetings/events on behalf of County Judge
- Frequent travel may be required to other counties, state, national meetings
- Performs other related duties as may be assigned by the County Judge.

QUALIFICATION STANDARDS:

- Must possess a High School Diploma or GED from an accredited institution.
- Bachelor's degree (from an accredited institution) preferred, but not required.
- Must have at least 4 of job related experience in office administration.

SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish.
- Organization and administration skills to successfully supervise and manage the Department and its programs.
- Ability to gain comprehensive knowledge of all statutes and laws affecting county government administration
- Ability to plan, coordinates, and supervises the work of professional and clerical personnel.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone; ability to translate legal and policy terminology into terms understandable by inexperienced personnel.
- Ability to organize and present clear and concise oral and written reports on findings and recommendations.
- Ability to establish and maintain effective working relationships, often using diplomacy with the public, media and other governmental entities.
- Comprehensive knowledge of organizational methods, financial management, and record keeping practices.
- Advance technical and computer knowledge and skills.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not covered* under Civil Service; however, all other Webb County Policies apply.

SUPERVISORY:

- Supervises Five (5) other support staff.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date