

### Nueces County Job Description

**Job Title:** DIRECTOR, COMMISSIONER COURT ADMINISTRATION  
**Job Code:** 2401  
**Salary Level:** Pay Group N/A  
**Job Category:** Non-Clerical (Professional)  
**FLSA Status:** Exempt  
**W.C. Code:** 8810  
**NAICS Code:** 921190  
**Prepared By:** Sara Longoria  
**Prepared Date:** 11/01/06; rev. 6/24/2011

**Approved By:** \_\_\_\_\_  
County Judge (date)

\_\_\_\_\_  
Commissioner, Precinct 1 (date)

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Commissioner, Precinct 2 (date)

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Commissioner, Precinct 3 (date)

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Commissioner, Precinct 4 (date)

**SUMMARY:** The incumbent is responsible for assisting the Commissioners Court in monitoring, analyzing, developing & implementing the operational elements of the County’s budget process. Manages the administrative operations of the department and processing of financial documents. The incumbent assists the Court in creating budget strategies, expenditure and revenue forecasts, and long-range financial plans. The incumbent oversees budget monitoring and reporting in order to insure that County expenditures are within established policies and approved limits. The incumbent aids department heads in preparing budget requests, and provides guidance throughout the budget cycle and keeps each member of Commissioners Court up to date on issues.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

**ORGANIZATIONAL RELATIONSHIPS:** Incumbent follows policies established by the Commissioners. Keeps the court informed on issues that directly impact county business. Keeps the County Judge and Commissioners informed on budget matters, and additionally discuss with the Commissioners items that affect their individual precincts. Establishes and maintains effective working relationships with all county officials, department heads, governmental jurisdictions, the private sector, and the public. Commissioners Court approves the budget for this function.

**SUPERVISORY RESPONSIBILITIES:** Supervises professional and clerical staff. Carries out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises, trains, and evaluates the work of the office staff.

Serves as project leader, facilitator or staff representative on a variety of special projects and committees involving County departments and staff from other agencies.

Supervises the processing of purchase orders, travel requests and other documents for approval.

Makes public presentations to the Commissioners' Court, other public bodies and community organizations on issues and projects.

Attends public meetings; on frequent occasions such meetings may occur in evening hours or require out of town travel.

Prepares and reviews the preparation of correspondence, project reports and media releases.

Coordinates research to identify and evaluate innovative approaches to the cost-effective provision of County services.

Prepares department budgets and reviews total County Budget and spending.

Plans, directs, and coordinates activities for the development, formulation, and approval of the County's annual budget.

Develops and recommends budget policies and procedures to Commissioners Court.

Assists the Commissioners Court by coordinating the process of developing and preparing the annual operating and capital budgets for the County.

Develops guidelines, policies, procedures, and forms to be used during the budget preparation process.

Schedules, coordinates, and participates in the budget hearings and workshop sessions.

Assists elected officials and department heads by advising them on their individual budget proposals.

Calls on County departments and offices to provide budget information, as needed.

Monitors the County's actual revenues and expenditures throughout the fiscal year, to insure that departments/offices comply with budgetary policies and adhere to their appropriations.

Analyzes variances from forecasts and budgets, and determines causes.

Periodically reports to Commissioners Court and to relevant departments on these variances.

Attends regular meetings of Commissioners Court in order to provide guidance on budget-related issues.

Reviews relevant agenda items submitted by County departments and by other agencies. Makes recommendations to the Court regarding County resources and the impact of requests on the County's financial condition.

Evaluates new budget requests, proposed budget amendments, and requests for interdepartmental fund transfers. Reports to the Court on the fiscal impact of such requests, and recommends appropriate action.

Ensures up to date technology is in place that will provide timely information.

Employee assists Commissioners Court in developing long-range financial plans for the County.

Develops periodic revenue projections and expenditure forecasts.

Advises the Court on actions to optimize revenues and to decrease expenditures.

Monitors capital projects funded by bond proceeds; retains records, files, and schedules. Reviews construction of these projects. Prepares monthly construction cost and budget reports, summarizing activities and expenditures on each one.

Provides advice and assistance on financial and budgetary matters throughout the County organization.

Conducts analyses, forecasts, evaluations, and other financial studies as requested by the Court. Furnishes reports in appropriate form.

May serve on various County committees or projects, providing input as appropriate.

Prepares legal advertisements pertaining to budget hearings, in accordance with applicable state and local laws and ordinances.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree with a Master's Degree preferred from an accredited four-year college or university with a major in public administration, social sciences, law or business administration. Minimum six (6) years of increasingly responsible administrative and management experience with state or local government, with at least three (3) years experience in each of the following areas: project management, coordination with management of other agencies, report writing, budget preparation and supervision. Significant experience serving as principal staff to elected officials is preferred. Graduate level education may be substituted year for year for the administrative and management experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid class C Texas driver's license.

**OTHER SKILLS AND ABILITIES:** Ability to communicate concisely and effectively both orally and in writing, and to make effective public presentations to elected officials and community groups. Ability to manage, coordinate and prepare effective reports on complex projects. A knowledge of laws, ordinances, and regulations related to County operations. Ability to perform a full range of supervisory and management tasks, including work planning and assignment, training, budgeting, employee evaluation, and special projects planning. Ability to work effectively with elected officials, county department, other governmental entities, consultants, the media and the public. Ability to utilize a personal computer to perform tasks associated with word processing, spreadsheet and database functions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.