



HAYS COUNTY JOB POSTING

Job Title	Chief of Staff	Job Number	CCT-0278-033121
Department Head	Hays County Commissioners Court	Date Open	March 31, 2021
Salary Range Minimum	\$4,853.49 - \$7,280.28 Monthly – Dependent on Experience	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

Any equivalent combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or GED.
- Bachelor's degree in business administration, public administration, journalism, public relations or closely related area preferred.
- Five years public administration, public relations, business administration, or related experience preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.

Responsibilities

- Assists all members of the Hays County Commissioners Court in the planning, organizing, and administering of operations and activities of Hays County; assists in preparing long range county plans, goals, and objectives; and provides liaison and support during county emergency situations.
- Assists with the research, preparation, and implementation of the county budget.
- Coordinates and supports the economic development efforts of Hays County with members of the Hays County Commissioners Court, local Chambers of Commerce, development corporations, Texas Department of Economic Development, and other public entities providing a mechanism for county and regional economic development related projects.
- Researches, evaluates, compiles, and monitors various statistical, financial, demographic, or administrative data; analyzes data, identifies trends, and prepares forecasts and projections; and prepares reports and studies based upon findings.
- Monitors county functions and services and consults with all members of the Hays County Commissioners Court and county officials to review operations and activities, review and resolve problems, receive advice and direction, and to provide recommendations.
- Responds to requests for information; meets with citizens, developers, attorneys, and other individuals regarding inquiries.
- Communicates with county officials and employees, State and Federal governmental agencies, attorneys, consultants, vendors, developers, contractors, business leaders, outside agencies, the public, civic groups, media entities, and other individuals as needed to coordinate county activities and exchange information.
- Coordinates with the county media contact; makes speeches to civic groups and community organizations; participates in ribbon cutting ceremonies and other community activities; and represents the county while interacting with elected and appointed officials, governmental agencies, local businesses, and civic organizations.
- Ensures all members of the Hays County Commissioners Court remain in compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures.
- Assists all members of the Hays County Commissioners Court and the Office of General Counsel in representing the county in contract negotiations, land acquisitions, bond issues, and other related matters; and assists in negotiations with private property owners for county purchase and lease of property to be used as public facilities such as parks, Right-of-Way, or other necessary property.
- Performs a variety of administrative functions, including preparing correspondence, memorandums, and reports for all members of the Hays County Commissioners Court; reviews and routes incoming correspondence; and prepares and completes various forms, reports, correspondence, agendas, meeting notices, federal and state reports, surveys, presentation materials, federal funding applications, and other related documents.
- Receives and maintains a variety of forms, reports, correspondence, draft correspondence and documentation, agendas, meeting minutes, budget documents, financial reports, contracts, bids, legal documents, statistical data, technical study reports, civil engineering drawings, charts, graphs, legislative bulletins, codes, ordinances, policies, procedures, manuals, directories, reference materials, and other related documentation.
- Performs other duties as assigned.

Summary

Under general direction of the Hays County Commissioners Court, the Chief of Staff provides confidential, high-level assistance to all Hays County Commissioners Court members, Department Heads, and Elected Officials. Serves as liaison between all members of the Hays County Commissioners Court and officials, department heads, representatives of other governmental entities, media representatives, and the general public. Assists in coordinating activities of county government, including economic development functions. Advises all members of the Hays County Commissioners Court and other county officials on issues relating to county policies and operations, community relations, local government and inter-jurisdictional cooperation, economic development initiatives, regional interactivity, strategic business growth, and county finances. Attends meetings, including sessions of Commissioners Court, and prepares information for the public. Coordinates projects and meetings as assigned by all members of the Hays County Commissioners Court. Ensures county departments perform consistent with the Commissioners Court planning and policy initiatives. This position affects the operations Hays County and requires the timely provision of services to others.

Individuals in this position serve at the pleasure of all members of the Hays County Commissioners Court.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.