

WASHINGTON COUNTY
Job Description

JOB TITLE: County Judge's Chief of Staff

Exempt (Y/N): Yes

DEPARTMENT: County Judge's Office

DATE REVISED: March 2013

SUPERVISOR: County Judge

SUMMARY:

The Chief of Staff, working closely with the County Judge, is charged with daily supervision and guidance for 14 Department Heads, and all their employees, and serves as the liaison between all other county offices and the County Judge as needed. The Chief of Staff generally works behind the scenes, and must provide mature leadership to solve problems, mediate disputes, and deal with issues before they require the attention of the Judge. Often the chief of Staff acts as a confidante and advisor to the Judge, providing a sounding board for plans and budgetary concerns. Since the Chief of Staff assists with policy development and implementation at each level, all county employees under the County Judge are either directly or indirectly influenced by the Chief of Staff's functional authority. Projects and actions undertaken by the County Judge's Office represent many millions of county tax dollars, and the Chief of Staff must be a solid steward of the county's financial resources. With the authority of the County Judge the Chief of Staff serves as the final approval authority for all county expenditures originating from the Comptroller Department. The Chief of Staff is responsible for putting into practice, all goals and objectives of the County Judge, and must constantly monitor the progress of each to ensure the desired results are achieved. The ultimate goal of all efforts is the improvement of the health, safety, welfare, and the economic growth of Washington County.

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

1. Serve as the County Judge's primary staff supervisor of fourteen (14) department heads who work under the authority of the County Judge. Those departments are:
2.
 - A. Animal Shelter
 - B. Road Department
 - C. Building & Grounds Department
 - D. Comptroller
 - E. IT Department
 - F. Human Resources
 - G. Juvenile Detention Center
 - H. Department of Emergency Management
 - I. Department of Grants Administration
 - J. Purchasing Department
 - K. Planning Department
 - L. Department of Environmental Affairs
 - M. Archives Department
 - N. Department of Veterans' Affairs

3. Assist with creation of all department budgets and policies for the approval of the County Judge. Participate in the interviewing and hiring of county personnel for each of the departments under the supervision of the County Judge. Participate in departmental planning sessions, and assist with the coordination of all available resources to accomplish the goals and missions of those departments.
4. Maintain information files regarding work performance and create annual performance evaluation on each of the department heads under the supervision of the Chief of Staff.
5. Assist the County Judge with information, advice, and counsel as requested and make recommendations on any issue that may affect the county. Represent the County Judge during all periods of absence.
6. Under the authority of the County Judge approve all invoices presented to the county for payment as prepared by the Comptroller's Department. Provide approval to County Judge Department Heads for unusual and/or larger than normal expenditures from their specific budgets.
7. Write various special project reports for the county, write news releases, assist in writing speeches for the County Judge, review other county reports. Participate in the implementation of special projects such as building construction, hiring county consultants, etc. and monitor the project and write reports for the interested parties on the projects.
8. Review the Quorum Court calendar and meeting agenda, attend the meetings, provide information as necessary to the Quorum Court on county affairs, and initiate and monitor actions taken by the Quorum Court, and ensure effective implementation. Assist in the preparation of calendars and agendas for the standing committees of the Quorum Court and any ad hoc subcommittees, attend meetings, provide information as necessary and assist with implementation of projects.
9. Serve as inter-governmental liaison with cities and other governmental agencies in Washington County and the state. Attend meetings with department heads and elected officials, attend other county meetings (Planning Board, Rural Development Authority, Washington Water Authority, Job Evaluation Salary Administration Program (JESAP), etc.).
10. Assist the County Judge with support to the Director of Emergency Services and the county's response to all emergencies and disasters, serve as the Director of Emergency Services during absences of the Director, and attend as necessary until the emergency or disaster is under control or has been resolved.

SUPERVISORY RESPONSIBILITIES:

Supervise 14 Department Heads, and indirectly supervise all employees under those Department Heads. Conduct supervisory responsibilities in accordance with the county's 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.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

College degree in Business Administration or related field is necessary. Extensive knowledge of County operations and County affairs, Administration, Supervision and Government Financing Operation is desired. In addition to the educational requirements; the Chief of Staff should also possess a number of years in the field of management with generally 8 to 15 years within middle to upper management positions.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$60,000,000
Equipment and Property:	\$60,000,000

OTHER SKILLS and ABILITIES:

The Chief of Staff must be able to prioritize and organize work in order to meet numerous deadlines, and must have the ability to mediate potentially difficult situations as they occur. Must have excellent communication, problem solving and analytical skills. The Chief of Staff must possess good computer and general office practices and procedures skills as well as general office equipment knowledge. The Chief of Staff must have the ability to make independent decisions.

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 sit, reach with hands and arms use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to walk. Specific vision abilities required by this position include close, distance and color vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 10 pounds.

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.

The Chief of Staff is occasionally exposed to outdoor weather conditions. The noise level in the typical work environment is moderate.