



ATASCOSA COUNTY JUDGE – CHIEF OF STAFF

POSITION SUMMARY: The Chief of Staff serves as Atascosa County Judge’s strategic advisor, and as the liaison between the County Judge and local officials, county department heads, and stakeholders. The Chief of Staff works closely with the Judge to manage the activities of the County Judge’s Office, manage all County Judge’s Staff, and carry out duties that are of critical importance to the Office.

ESSENTIAL FUNCTIONS:

- Serves as strategic advisor to the County Judge to shape the short- and long-term vision for Atascosa County.
- Represent the County Judge in meetings with key internal and external stakeholders.
- Act as the liaison between the County Judge and department heads, local officials, and stakeholders to ensure consistent communication and inform decision-making processes.
- Help draft key statements on behalf of the County Judge.
- Collaborate with the Judge and department heads on Policy and Communications to develop and implement short-and long-term priorities, policy development, and operational processes.
- Directly supervise office staff by providing day-to-day operational direction, management, and coordination
- Support the County Judge and the Emergency Management Coordinator/Fire Marshal during emergency preparation and emergencies.
- Leverage community input from community residents, organizations, and advocates to inform county-wide messaging and advancing public understanding of the County Judge’s work.
- Work with administrative staff to prioritize the Judge’s time and schedule.
- Oversee the implementation of select county-wide initiatives and programs by working with county staff, Commissioner Court members and department heads.
- Continuously assess and address the needs of the Judge’s Office to streamline operations and ensure it runs as efficiently and effectively as possible.

Knowledge, Skills, and Abilities:

- Has the ability to identify and address critical issues relevant to achieving the County Judge’s strategic goals and vision and makes well-informed, effective, and timely decisions.

- Possesses exceptional project management skills to manage a variety of projects simultaneously and ability to create strong, positive working relationships.
- Has can-do attitude and is resourceful.
- Develops networks and builds alliances, collaborates across boundaries to build strategic relationships.
- Has high level of flexibility in fast-paced environments, as well as proactive, self-motivated, and mission-driven.
- Creates strategic change within and outside the organization to meet organizational goals.
- Develops new insights into situations that arise in the moment and over time, encourages new ideas and innovations.
- Takes a long-term view and builds a shared vision with others, acts as a catalyst for organizational change.
- Deals effectively with pressure, remains optimistic and persistent even under adversity, and recovers quickly from setbacks.
- Holds self and others accountable for measurable, high-quality, timely, and cost-effective results.
- Anticipates and meets the needs of internal and external stakeholders.
- Has ability to develop successful working relationships with governments and staff of other elected officials at every level throughout Atascosa County, Texas, and the United States
- Comprehends each group's self-interest and helps translate them into solid programs.
- Has exceptional communications skills – verbal, written, interpersonal, and presentation.
- Has a keen sense of effective messaging.
- Writes in a clear, concise, organized, and convincing manner for the intended audience.

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university, preferred.
- Minimum five (5) years of experience in relevant positions with increasing responsibility
- Experience in government or politics
- Strong background as project manager of complex operations
- Can absorb information and learn and develop new relationships quickly.
- Significant experience managing multiple competing projects and deadlines.
- Detail oriented.
- Valid Texas Driver's License
- Must pass County's physical requirements.
- Agree to 60-day County probation period.
- Must submit to a criminal background check.