

Project Manager & Government Compliance Coordinator

General Information

- **Department:** County Judge
- **Reports To:** Commissioners court via County Judge
- **Classification:** Program Specialist - Group 69 (exempt)
- **Occupational Category:** Program Management

General Description

Performs advanced project management work, involving initiation, planning and coordinating of county-wide, precinct specific and other office and department projects; monitors the progress and schedule of projects; and communicates with project stakeholders, office holders, management, vendors, agencies, the public and other relevant parties. Coordinates the various elements of contract completion, maintaining records, verify invoices and communicates progress or violations to commissioners court, auditor, and others to ensure action.

Performs federal and state law (e.g., ADA, Title VI, TxGC 469, etc....) compliance analysis work involving examining, evaluating, monitoring records, programs, policies, documents, and/or contracts to ensure Burnet County's conformity with laws, rules, and regulations; and conducting inspection and analysis activities. Provide notices to county officials and department heads and coordinates responses required by rule or law.

Manages and assists in administrative support for commissioners court including recordkeeping and information management control. May assign and coordinate duties and responsibilities and coordinate the work of project staff, contractors, and other needed to complete required tasks.

Operates under limited supervision with considerable latitude for the use of initiative and independent judgment. Responsibilities include simultaneously managing multiple complex initiatives, tracking budgets and milestones, serving as the primary point of contact for the County's ADA compliance efforts, and overseeing the self-evaluation and Transition Plan processes. Provides regular reports to local, state and federal agencies on compliance and progress toward compliance.

Provides software support for Enterprise Justice (EJ) Case Management System. Serves as the primary point of contact with the software vendor, ensures compliance with Enterprise Justice policies and procedures for all users, and coordinates system support, user administration, and troubleshooting.

Performs other duties as assigned

Essential Responsibilities and Duties

Program & Project Management

- **Execution & Monitoring:** Plans, prioritizes, documents and manages multiple agency projects simultaneously; reports actual project progress against planned milestones to identify trends, variances, and resource gaps.
- **Financial & Technical Analysis:** Tracks, compiles and distributes status reports, project schedules, and budget expenditure data; creates and maintains detailed cost estimates; reviews and analyzes construction documents and technical specifications. Notifies vendors of non-compliance with contract or PO requirements. Reports corrective action recommendations to department heads, commissioners court, affected elected officials and the County Auditor.
- **Administrative Governance:** Maintains comprehensive project files from pre-project stages through final closeout; develops program policies, procedures, standards, manuals, and training in accordance with county goals.
- **Data-Driven Improvements:** Analyzes performance data, legislation, and service delivery methods to ensure program compliance; recommends corrective actions and implements improvements to resolve technical or programmatic bottlenecks.

ADA Coordination & Compliance

- **Regulatory Oversight:** Coordinates county-wide compliance with federal, state, and local disability and civil rights related laws; analyzes variations within programs to develop action plans for physical and programmatic barrier removal.
- **Transition & Self-Evaluation:** Oversees the execution of the federal and state Self-Evaluation and Transition Plan, tracking progress and coordinating risk and compliance activities across departments.
- **Grievance & Resolution Management:** Administers the ADA Grievance Procedure, independently investigating complaints of alleged discrimination in County services, programs, or facilities. Supports Courts and other elected officials as needed.
- **Community & Liaison Leadership:** Facilitates the ADA Liaison Committee; serves as a specialist liaison to staff, government agencies, community organizations, and the general public to explain program requirements and resolve accessibility issues.
- **Reporting:** Submit reports to federal and state agencies as required. Report to commissioners court on all instances where violation may result in potential loss of state and federal funds. Maintain access to reporting compliance.
- **Public Notice & Accessibility Support:** Ensures appropriate public notices under the ADA are posted digitally and physically; assists staff and the public in fulfilling requests for auxiliary aids, alternative formats, and assistive technologies.

EDUCATION REQUIREMENTS

- Graduation from an accredited four-year college or university (Experience and education may be substituted for one another).
- Degree in public administration, business administration, project management, or a degree related to STEM is preferred.

EXPERIENCE AND SKILLS

- **Experience:** Experience in management, project management, regulatory compliance administration, county government operation or a field directly related to the program.
- **Knowledge:** Advanced understanding of project management, budget processes, third-party

vendor evaluation, and management techniques. Familiarity with local, state, and federal laws compliance related to job activities.

- **Skills:** Proficiency in project monitoring software, computer applications, and data correlation. Strong skill in analyzing complex statistical/performance information, identifying indicators of program success, and exercising sound judgment in critical decision-making.
- **ADA Expertise:** Knowledge of alternative formats, digital accessibility technologies (e.g., screen readers), and physical barrier assessments.

Physical Demands and Special Conditions

- **Environment:** Work is typically performed at a desk but requires active operational mobility, including walking, standing, stooping, and light lifting.
- **Vision/Hearing:** Must possess specific vision abilities for close-up and distance work (such as reviewing blueprints or technical documents) and be able to communicate effectively through speech and hearing.
- **Travel:** Requires travel between various County buildings and facilities—occasionally in inclement weather—as well as attendance at professional conferences or specialized compliance trainings.
- **Licensing:** Must possess and maintain a valid Texas Driver's License and personal automobile liability insurance.
- **Overtime/Schedule:** Position may require working non-standard hours, including nights or weekends, to meet critical project milestones, respond to urgent compliance matters, or attend committee deadlines.