

WILLIAMSON COUNTY POSITION DESCRIPTION

DEPARTMENT: COUNTY COMMISSIONER

POSITION: COMMISSIONER'S EXECUTIVE ASSISTANT II

JOB SUMMARY: Works under direction of precinct commissioner. Attends meetings and coordinates significant community projects, **as assigned by the commissioner or the commissioners' court as a whole**. Communicates with the public as needed. Prepares and distributes communications from the commissioner to constituents.

ESSENTIAL DUTIES: Conducts research as directed by commissioner. Prepares information for the commissioner and the public. May act as commissioner's liaison to other county departments and county consultants. Represents or assists the commissioner at meetings, as necessary. Serves as resource person for agencies or political subdivisions that have business with the county. Coordinates significant community projects as **assigned by the commissioner or the commissioners' court**. **May be involved in developing, implementing, and monitoring contracts and inter-local agreements with external agencies. Develops in-depth knowledge of ongoing major project areas, such as grants, health care, road development, or conservation initiatives.** Acts as back-up person to the commissioner's assistant by performing clerical duties, such as answering telephones, typing correspondence, preparing purchase orders and so forth. Prepares and distributes an electronic newsletter and other forms of communication from the commissioner to constituents. The physical demands and environmental factors listed below are also essential functions for this position.

PHYSICAL DEMANDS: Driving, typing, data entry, desktop publishing, public speaking, extended periods of sitting and standing, some light lifting.

ENVIRONMENTAL FACTORS: Works mostly indoors in well-lighted, air-conditioned office during regular business hours. Non-smoking workplace. Will occasionally be required to attend meetings in the evenings, weekends and holidays.

QUALIFICATIONS: Required: Bachelor's degree in public administration, business administration, political science, public relations, or at least two years of experience in public administration (preferably local County government). Ability to present oral and written information to the public, the commissioner's court and other groups in an efficient, tactful and articulate manner. Ability to interpret statutory, regulatory and procedural requirements. Ability to work amicably and productively with county officials, department heads, other local officials and groups. Must be available to write an essay on site as part of the pre-interview process. Must have valid Texas driver's license.

PAY: Grade 28