



OFFICE OF THE COUNTY JUDGE

JOB TITLE: COUNTY ADMINISTRATOR

Application Period

11/28/22 – 12/15/22

Position Description

Under the general direction of the Hudspeth County Judge, manages county operations by directing and coordinating activities consistent with established goals, objectives, and policies. Works with County department heads and elected officials and reviews results of operations. Assists the County Commissioners Court to develop primary goals, operating plans, policies, and short and long-range objectives for the county.

Job Time

Full Time

Travel Required

Occasional

Pay Statement

Compensation is commensurate upon the qualifications of the individual selected and budgetary guidelines of the hiring department, as well as, the county budget.

Required Application Attachments

County [Employment Application](#), Cover Letter and Resume/CV sent to jmackenzie@co.hudspeth.tx.us

Major/Essential Functions

- Directs and coordinates the operations of the County under the authority of the County Judge.
- Represents the county at various meetings, trainings, conferences and seminars as is determined necessary to perform the functions of the job and/or as requested by the county judge.
- Performs executive management duties, strategic and operational planning, and administrative work in assisting and supporting County government.
- Implements directives, policies and major initiatives under the direction of the County Judge.
- Works in collaboration with department heads, County Commissioners Court and other elected officials.
- Assists the County Commissioners Court in decision-making processes, information gathering, policy development and review.
- Administers county-wide related grant programs to include researching, writing and submitting grant projects and completing required reporting.
- Serves as authority for specific assignments, policy implementation, guidelines and procedures.

- Ensures that information provided to the County Commissioners Court is professional and presented in a manner that facilitates executive decisions.
- Conducts special studies and assignments at the request of the County Judge.
- Prepares and presents written reports with recommendations for action as required.
- Works with the County Judge to prepare and present periodic reports regarding department and overall county financial status, and to present the County's proposed annual operating budget to the County Commissioners Court.
- Facilitates and maintains intergovernmental communication and coordination.
- Participates in programs and processes which result in efficiencies and effectiveness.
- Prepares for the future development of the County.

Required Knowledge:

- Practices, principles and procedures of public administration, including governmental procurement, financial management, public budgeting, organizational development, public meetings and records and governmental ethics.
- Principles and practices of organization, strategic planning, administration, budgeting and personnel administration.
- County government organization and functions.
- Developing and maintaining professional relationships, coaching, and team-building.
- Communicating effectively, both orally and in writing,
- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
- Identifying administrative needs and setting objectives to accomplish relevant results.
- Organizing objectives.
- Anticipating, planning, organizing, and managing change.

Required Skills:

- Maintain strict confidentiality.
- Self-motivated with an affinity for detail and collaboration.
- Develop and implement policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with elected and appointed officials, subordinates and other county employees, representatives of other governmental agencies, employee representatives, and the general public.
- Interact effectively with the County Commissioners Court.
- Analyze complex data, problems, situations, practices, or procedures to define the problem or objective to identify relevant concerns or factors and facilitate logical and objective conclusions.
- Translate program needs into budget form.
- Plan, organize, and oversee assigned work programs and analyze/evaluate operations and develop and implement corrective action to resolve problems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and associated Adobe programs.

Preferred Qualifications:

- Master's degree in Public Administration, Business Administration or a related field. Eight years of professional, progressively responsible experience in senior level administrative, managerial or supervisory capacity including experience in budget preparation and management, personnel administration and program development, implementation and management. Any satisfactory combination of education, experience, and training may be substituted for the above. Public sector experience preferred.