



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 9/25/2012

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

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### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from Sheriff's Office for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy.
- C. Non-routine request from Transportation and Natural Resources, consider and approve revised seven job descriptions and one new job description.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

#### **A. Routine Personnel Actions – Pages 3 – 7, 9 -12**

##### **FY 13 Temporary Slot Extensions – Pages 9 - 11.**

Approval requested to **extend** temporary slot end dates effective October 1, 2012. HRMD has reviewed appropriate documentation; PBO has confirmed FY 13 funding.

\* Temporary employees "02" (less than 6 months).

\* Project workers "05" (more than 6 months, includes Retirement Benefits).

##### **FY 13 Temporary Slot Conversions – Page 12.**

Approval requested to **convert** temporary slots from temporary employee (less than 6 months) to project worker (more than 6 months, includes Retirement Benefits). PBO has confirmed FY 13 funding.

**B. Non-Routine Personnel Action – Pages 8, 13 - 15.**

**Sheriff's Office** requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 104, Licensed Vocational Nurse, PG 15. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

**C. Non-Routine Personnel Action – Pages 8, 16 - 66.**

**Transportation and Natural Resources** requests approval for the revision of seven job descriptions and creation of one job description. HRMD has reviewed supporting documentation and concurs with this request.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

**STAFF RECOMMENDATIONS:**

N/A

**ISSUES AND OPPORTUNITIES:**

N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**REQUIRED AUTHORIZATIONS:**

Todd Osburn, Human Resources Management Department, 854-2744  
Diane Poirot, Human Resources Management Department, 854-9170  
Leslie Browder, Planning and Budget Office, 854-9106  
Cheryl Aker, County Judge's Office, 854-9555



# HRMD

Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**September 25, 2012**

**ITEM # :**

**DATE:** September 14, 2012

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Karen L. Huber, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Leslie Browder, County Executive, Planning and Budget

**FROM:** Diane Poirot, Director, HRMD *TLO for DP*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

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LB/DP/TLO

**Attachments**

cc: Planning and Budget Department  
County Auditor  
County Auditor-Payroll (Certified copy)  
County Clerk (Certified copy)

**WEEKLY PERSONNEL AMENDMENTS --- ROUTINE**

<b>NEW HIRES</b>				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
County Atty	11	Attorney VII	30 / \$101,000.00	30 / \$101,000.00
County Atty	159	Investigator Part-time	67 / Step 5 / \$38,037.48•	67 / Step 5 / \$38,037.48•
District Atty	259	Attorney II**	23 / Minimum / \$59,466.58	23 / Minimum / \$59,466.58
Sheriff	198	Cadet	80 / Step 1 / \$38,919.50•	80 / Step 1 / \$38,919.50•
Sheriff	1099	Cadet**	80 / Step 1 / \$38,919.50•	80 / Step 1 / \$38,919.50•
Sheriff	1131	Cadet**	80 / Step 1 / \$38,919.50•	80 / Step 1 / \$38,919.50•
Sheriff	1136	Cadet**	80 / Step 1 / \$38,919.50•	80 / Step 1 / \$38,919.50•
Sheriff	1864	Cadet**	80 / Step 1 / \$38,919.50•	80 / Step 1 / \$38,919.50•

\* Temporary to Regular      \*\* Actual vs Authorized      • FY 13 Peace Officer Pay Scale

<b>TEMPORARY APPOINTMENTS</b>					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Constable 1	20001	ACC Intern	98 / \$12.00	98 / \$12.00	02
HRMD	20022	ACC Intern	98 / \$12.00	98 / \$12.00	02
JP Pct 1	20008	ACC Intern	98 / \$12.00	98 / \$12.00	02
Probate Court	50005	Attorney I	22 / \$28.43	22 / \$28.43	05

\*\*Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).

<b>CAREER LADDERS – POPS</b>						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Constable 2	45	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$44,291.10	\$47,480.16	Career Ladder. Peace Officer Pay Scale (POPS).

\* Actual vs Authorized

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	524	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	990	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>CAREER LADDERS – NON-POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Pretrial Services</b>	64	Pretrial Ofcr II / Grd 17	Pretrial Ofcr II / Grd 17	\$41,034.24	\$43,085.95	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>County Atty</b>	Slot 165 / Legal Secretary / Grd 15 / \$38,750.40	<b>County Atty</b>	Slot 130 / Paralegal / Grd 18 / \$44,562.96	Promotion. Pay is between min and midpoint of pay grade.
<b>County Clerk</b>	Slot 139 / Customer Support Analyst I / Grd 20 / \$49,995.50	<b>County Clerk</b>	Slot 99 / Business Analyst II / Grd 24 / \$65,540.80	Promotion. Pay is between min and midpoint of pay grade.
<b>CSCD</b>	Slot 367** / Probation Ofcr II / Grd 16 / \$33,764.43	<b>CSCD</b>	Slot 367** / Probation Ofcr II / Grd 16 / \$34,815.04	Salary adjustment. Pay is below minimum of pay grade.
<b>* Actual vs Authorized</b>			<b>** Authorized slot is green-circled.</b>	

**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>District Atty</b>	Slot 25 / Attorney VI / Grd 29 / \$89,986.42	<b>District Atty</b>	Slot 142 / Attorney VI / Grd 29 / \$89,986.42	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>District Atty</b>	Slot 142 / Attorney IV* / Grd 27 / \$77,956.53	<b>District Atty</b>	Slot 25 / Attorney IV* / Grd 27 / \$77,956.53	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>District Atty</b>	Slot 212 / Attorney VI / Grd 29 / \$96,589.38	<b>District Atty</b>	Slot 229 / Attorney VI / Grd 29 / \$96,589.38	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>District Atty</b>	Slot 229 / Attorney VI / Grd 29 / \$91,409.97	<b>District Atty</b>	Slot 212 / Attorney VI / Grd 29 / \$91,409.97	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>District Atty</b>	Slot 240 / Attorney VI / Grd 29 / Full-time \$89,986.42	<b>District Atty</b>	Slot 238 / Attorney VI / Grd 29 / Part-time \$44,993.21	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade. Status change from full-time to part-time (40 hrs to 20 hrs). Retains current rate of pay.
<b>District Atty</b>	Slot 259 / Attorney II* / Grd 23 / \$59,466.58	<b>District Atty</b>	Slot 240 / Attorney II* / Grd 23 / \$59,466.58	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

\* Actual vs Authorized

**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Juvenile Probation</b>	Slot 236 / Program Coord / Grd 18 / \$47,991.01	<b>Juvenile Probation</b>	Slot 399 / Program Coord* / Grd 18 / \$47,991.01	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 305 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	<b>Sheriff</b>	Slot 1498 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 441 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 572 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 572 / Corrections Ofcr Sr / Grd 83 / \$45,382.90	<b>Sheriff</b>	Slot 441 / Corrections Ofcr Sr / Grd 83 / \$45,382.90	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1498 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	<b>Sheriff</b>	Slot 305 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>TNR</b>	Slot 206 / Equipment Operator Sr / Grd 13 / \$39,208.63	<b>TNR</b>	Slot 479 / Equipment Operator / Grd 12 / \$37,248.19	Voluntary job change. Pay is between midpoint and max of pay grade.

\* Actual vs Authorized



**FY 13 BUDGET CLASSIFICATION CHANGES**

		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
<b>TAX COLLECTOR</b>	52	ACCOUNTING CLERK / 12044	NE	12	ACCOUNTANT / 17045	E	17
<b>ITS</b>	65	SYSTEMS ENGINEER III / 27832	E	27	SYSTEMS ARCHITECT I / 28833	E	28
<b>ITS</b>	123	SYSTEMS ENGINEER II / 25831	E	25	SYSTEMS ENGINEER III / 27832	E	27
<b>ITS</b>	128	SYSTEMS ENGINEER II / 25831	E	25	SYSTEMS ENGINEER III / 27832	E	27
<b>ITS</b>	135	BUSINESS ANALYST III / 26878	E	26	CUSTOMER SUPPORT MGR / 28854	E	28
<b>ITS</b>	115	WEBMASTER I / 22861	E	22	WEBMASTER II / 24862	E	24
<b>RMCR</b>	4	RECORDS ANALYST ASSOC / 15489	NE	15	RECORDS ANALYST / 17490	NE	17
<b>PRETRIAL SERVICES</b>	16	COURT SVCS MGMT ADMIN COORD / 18396	E	18	OFFICE MGR / 19708	E	19
<b>PRETRIAL SERVICES</b>	14	TRAINING EDUCATION COORD SR / 20573	E	20	PRETRIAL MGR / 21335	E	21

Departments submitted reclassification requests in FY 13 budget in order to meet departmental needs. PBO has confirmed funding available.

**SECTION B. NON-ROUTINE PERSONNEL ACTIONS**

<b>NON-ROUTINE – Salary Adjustment</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 104 / Licensed Vocational Nurse / Grd 15 / \$45,853.27	<b>Sheriff</b>	Slot 104 / Licensed Vocational Nurse / Grd 15 / \$51,912.70	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

**SECTION C. NON-ROUTINE JOB DESCRIPTIONS**

<b>NON-ROUTINE - Revised Job Descriptions</b>		
<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
TNR Assistant Dir / 31317	E	31
Public Works Dir / 33256	E	33
Natural Rsrc and Env Quality Div Dir / 27309	E	27
Parks Div Dir / 29315	E	29

<b>NON-ROUTINE - Revised Job Descriptions with Title Change</b>					
<b>Current</b>			<b>Proposed</b>		
<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
Engineering Svcs Div Dir / 29254	E	29	Development Svcs and Long Range Planning Div Dir / 29XXX	E	29
Comprehensive Planning Mgr / 26592	E	26	Long Range Planning Mgr / 26XXX	E	26
Right of Way Program Mgr / 25518	E	25	Real Estate Division Mgr / 25XXX	E	25

<b>NON-ROUTINE – New Job Description</b>		
<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
Assistant Public Works Director / 29XXX	E	29

**FY 13 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

Department	Slot	Actual Position Title
Co. Agricultural Ext Serv	20022	Education Instructional Spec
Co. Agricultural Ext Serv	20005	Volunteer Coord
Facilities Mgmt	20010, 20027, 20069, 20070, 20075, 20077	Custodian
Facilities Mgmt	20020, 20025, 20029, 20035, 20076	Groundskeeper
HHS	20075	Case Worker
HHS	20088	Planner
HHS	20028	Social Worker
TNR	20059, 20061, 20062, 20063, 20065, 20066, 20067, 20069, 20070, 20071, 20072, 20073, 20075, 20076, 20089, 20090, 20091, 20092, 20094, 20096, 20097, 20098, 20099, 20102	Park Tech I
TNR	20055	Park Tech II

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**FY 13 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES '05" - STATUS**

Department	Slot	Actual Position Title
Facilities Mgmt	50076, 50077, 50078, 50079, 50082, 50083	Building Operations Worker
Facilities Mgmt	50003, 50004, 50009, 50010, 50015, 50051, 50052, 50065, 50066, 50067, 50068, 50085	Building Security Guard
Facilities Mgmt	50053, 50054, 50055, 50056, 50057, 50058, 50059, 50060, 50061, 50062, 50063, 50064, 50081	Custodian
Facilities Mgmt	50070	Office Spec
HHS	50037, 50077	Accountant Assoc
HHS	50078	Administrative Assoc
HHS	50168, 50169, 50170	Carpenter
HHS	50080	Case Worker
HHS	50067	Interpreter Sign Language II
HHS	50019, 50021, 50024, 50059, 50060, 50069, 50231	Interpreter Sign Language III
HHS	50006, 50050, 50061, 50062, 50075, 50234, 50235, 50237, 50259, 50260, 50786	Interpreter Sign Language IV
HHS	50013, 50014, 50016, 50071, 50230, 50251, 50781	Interpreter Sign Language V
HHS	50011, 50012, 50025, 50063, 50064, 50240, 50241, 50250, 50252, 50777, 50778, 50779, 50780, 50782, 50784	Interpreter Sign Language VI
HHS	50031, 50049, 50082, 50120, 50185, 50229, 50244, 50262, 50264	Office Spec
Juvenile Probation	50325	Building Maint Worker
TNR	50118	GIS Spec

**FY 13 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "05" - STATUS**

Department	Slot	Actual Position Title
TNR	50006, 50007, 50008, 50009, 50012, 50016, 50017, 50018, 50019, 50022, 50026, 50028, 50029, 50030, 50032, 50033, 50034, 50035, 50037, 50038,  50039, 50040, 50102, 50103, 50106, 50107	Park Tech I
TNR	50023, 50024, 50042, 50066, 50075, 50076, 50078, 50079, 50080, 50081, 50082, 50083, 50084, 50093, 50119, 50201	Park Tech II
TNR	50044, 50045, 50047, 50049, 50050, 50051, 50052, 50053, 50054, 50055, 50056, 50057, 50058, 50059, 50060, 50061, 50063, 50064, 50065, 50067,  50068, 50069, 50070, 50072, 50073, 50089, 50094, 50095, 50096, 50108, 50109, 50110, 50111, 50112, 50113, 50114, 50115, 50116, 50117, 50120, 50121, 50202	School Crossing Guard
Veterans Services	50005	Office Spec Sr

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**FY 13 TEMPORARY SLOT STATUS CODE CONVERSION FROM TEMPORARY EMPLOYEES  
"02" TO PROJECT WORKERS "05"**

<b>Department</b>	<b>Slot</b>	<b>Actual Position Title</b>
<b>TNR</b>	<b>50100</b>	<b>Park Tech I</b>
<b>TNR</b>	<b>50204</b>	<b>Park Tech II</b>

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**Samuel T. Biscoe,  
County Judge**

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**Ron Davis,  
Commissioner, Pct. 1**

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**Sarah Eckhardt,  
Commissioner, Pct. 2**

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**Karen L. Huber,  
Commissioner, Pct. 3**

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**Margaret Gomez,  
Commissioner, Pct. 4**



## Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor    P.O. Box 1748    Austin, Texas 78767    (512) 854-9165 / FAX(512) 854-4203

### MEMORANDUM

DATE: September 14, 2012

TO: Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhart, Commissioner, Precinct 2  
Karen L. Huber, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

VIA: Leslie Browder, County Executive, Planning & Budget *LB*

FROM: Diane Poirot, Director, HRMD *DLP for NP*

SUBJECT: TCSO Non-Routine Salary Adjustments, Slot #104

HRMD requests Commissioners Court to discuss and consider the following action.

#### **Travis County Sheriff's Office Request:**

Travis County Sheriff's Office (TCSO) requests approval to increase the current salary of one Licensed Vocational Nurse in the amount of \$6,059.53. The proposed salary adjustment would bring the employee to the range maximum. The salary adjustment would apply to the following slot:

<b><u>Slot #</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
104	\$45,853.17	\$51,912.70

#### **Policy**

*Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.*

#### **Issue**

The proposed salary increase places the employee greater than 10% above the midpoint of the pay grade. By policy, this makes the proposed salary action non-routine.

**Recommendation**

HRMD recommends approval of the proposed salary adjustment. TCSO's request facilitates internal equity among the Sheriff's Office LVNs and is consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding. The action would be effective September 16, 2012.





Greg Hamilton, Travis County Sheriff

**MEMORANDUM**

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2012 SEP 12 11:12:10

Date: August 31, 2012

TO: Todd Osburn, Compensation Manager HRMD

FROM: Greg Hamilton, Sheriff *GH*

SUBJECT: Salary Adjustment *Slot 104*, TCSO Licensed Vocational Nurse

I have authorized a salary adjustment of 13.2 % effective September 15, 2012, for *Hece* ~~\_\_\_\_\_~~ Licensed Vocational Nurse. This salary adjustment is based on internal equity with other LVN's within the Sheriffs Office. ~~\_\_\_\_\_~~ current salary is 45,853.17 and new salary, on September 15, 2012, will be 51,912.70 for an increase of \$6,059.00. Funding has been confirmed by PBO.

If there are any questions, or additional information needed, please do not hesitate to contact my office.



## Human Resources Management Department

700 Lavaca, Suite 420

• P.O. Box 1748

• Austin, Texas 78767

•

(512) 854-9165 / FAX (512) 854-420

### BACKUP MEMORANDUM

DATE: September 14, 2012

TO: Members of the Commissioners Court

VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*

FROM: Diane Poirot, Director, Human Resources Management Dept. *2/25 for JP*

SUBJECT: TNR Reorganization and Associated Job Description Changes

The Transportation and Natural Resources Department (TNR) has submitted a proposed reorganization of its management team in its FY 2013 budget. If approved in the final budget, the reorganization is scheduled to be effective on October 1, 2012.

Seven current job descriptions are affected by this reorganization and the department is proposing the creation of one new job title. **HRMD has reviewed the proposed changes and is seeking Commissioners Court approval of the proposed changes.**

The proposed job description changes can be organized into three groups: minor job description changes (4), title changes (3), and new jobs (1).

#### **Minor Job Changes:**

TNR has proposed minor job description changes for four titles. These titles are:

- TNR Assistant Director (PG 31);
- Parks Division Director (PG 29);
- Public Works Director (PG 33); and
- Natural Resources and Environmental Quality Division Director (PG 27).

These proposed changes are concerned primarily with reporting relationships and clarification of some duties and responsibilities. Pay grades, titles, and qualifications are not affected.

#### **Title Changes:**

TNR has proposed three title changes. These are:

- Right of Way Program Manager (PG 25) to Real Estate Division Manager (PG 25);
- Comprehensive Planning Manager (PG 26) to Long Range Planning Manager (PG 26); and

- Engineering Services Division Director (PG 29) to Development Services & Long Range Planning Division Director (PG 29).

The proposed changes for these jobs are more substantive and reflect changes to reporting relationships, supervisory responsibilities, duties and responsibilities, some qualifications, and organizational placement. Although no pay grade changes are scheduled at this time, HRMD is recommending that new position numbers be created for these jobs.

**New Job:**

TNR has proposed the creation of one new job title. This title is:

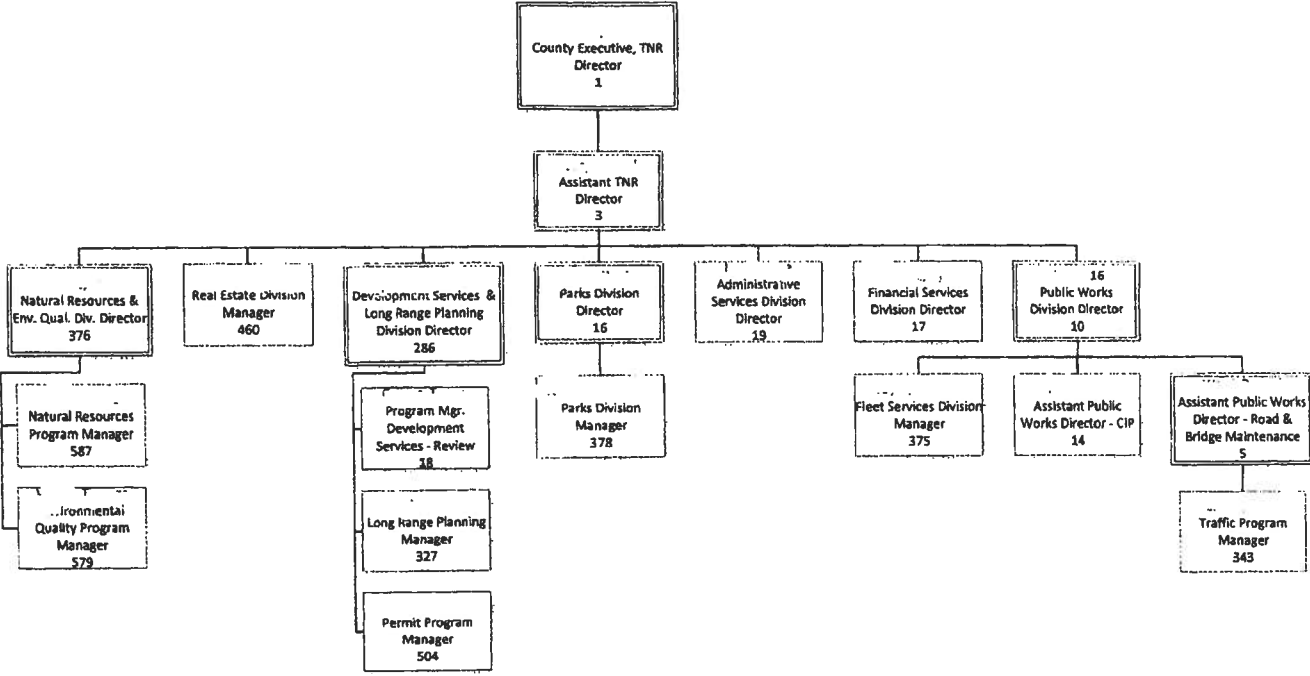
- Assistant Public Works Director (PG 29)

According to the organizational chart proposed by TNR, two Assistant Public Works Director positions are envisioned. Both positions will report to the Public Works Director. One will oversee Capital Improvement Projects and one will oversee Road and Bridge Maintenance. The proposed pay grade has been slotted based on internal equity relationships.

**Summary:**

At this time HRMD is asking Commissioners Court to approve the attached job descriptions. If approved, any subsequent personnel actions that may be associated with these jobs will be brought separately and will reference these actions. TNR has asked for HRMD's assistance in reviewing the pay grade assignments for these titles. Depending on the outcome of this analysis, possible recommendations for pay grade changes may come at a later date.

TNR's Management Team  
 FY13



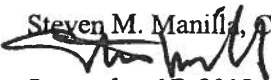
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**TRAVIS COUNTY  
TRANSPORTATION AND NATURAL RESOURCES**

**INTRA-DEPARTMENT MEMORANDUM**

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TO: Diane Poirot, Director, HRMD

FROM: Steven M. Maniff, County Executive, TNR  


DATE: September 17, 2012

SUBJECT: Internal Restructuring FY 13 – Job Description Revisions

TNR is requesting approval of newly created job descriptions, as well as revisions to certain current job descriptions in support of its internal restructuring scheduled for FY 13 implementation on October 1, 2012 (Organizational Chart for affected positions attached).

NOTE: TNR also requests that the new and significantly revised job descriptions be included in the benchmark study your team plans to conduct in December 2012.

Revised and proposed job descriptions are attached in Word format with legislative changes noted, or PDF (scanned) marked copy with noted revisions.

**Summary of newly created or revised job descriptions:**

- Assistant Public Works Director – This is a new job description. Incumbents to this job description will report to the Public Works Director.
  - The new job description will apply to the current Road Maint Brdg Fleet Div Dir, Slot 5. Fleet Services will no longer be within the scope of this position (Fleet Services Division Manager – Slot 375 – will also report directly to Public Works Director). New job description covers areas of Road & Bridge Maintenance and Traffic programs, and removes reference to Fleet Services.
  - The new job description will apply to the current Engineering Div Mgr, Slot 14. New job description covers areas of Capital Improvement Programs.
- Real Estate Division Manager – This is a revision of the Right of Way Program Manager job description and has been edited to include some Right of Way, but more expanded aspects to include Park Land and other land acquisition, such as cemetery expansion, etc.)
  - The revised job description will apply to the current Right of Way Program Manager, Slot 460.
- Development Services and Long Range Planning Division Director – This is a revision of the Engineering Svcs Div Dir job description and has been edited to incorporate direction of the scope of Comprehensive Planning Manager (job description also slated for revision).
  - The revised job description will apply to the current Engineering Svcs Div Dir, Slot 286.
- Long Range Planning Manager – This is a revision of the Comprehensive Planning Manager job description and has been edited to reflect the change from “comprehensive” to “long range” planning.
  - The revised job description will apply to the current Comprehensive Planning Manager, Slot 327.

- TNR Assistant Director – Revise Job Summary to incorporate department-wide operations versus limited scope, and remove references to limited scope areas in remainder of job description. Change references of “Executive Manager” to “County Executive”. Revisions to Duties and Responsibilities as follows:
  - 3<sup>rd</sup> Bullet – insert “improvement” between “capital” and “program”
  - 7<sup>th</sup> Bullet – change “Coaches” to “Directs”
 Revised job description will apply to the current TNR Assistant Director, Slot 3.

**Request for revisions to other job descriptions (PDF marked copy attached):**

- Parks Division Director – Revise Job Summary to include scope of “and plans for park land”, to incorporate direction of the scope of Planning Project Manager, Slot 47 which will now report to Parks Division Director. Add a bullet (or incorporate into an existing bullet) “planning for park land”, as well as adding to Knowledge, Skills and Abilities. Change reference of “Executive Manager” to “County Executive” in current 7<sup>th</sup> bullet.
  - The revised job description will apply to the current Parks Division Director, Slot 16.
- Natural Resources and Environmental Quality Div Dir – Change reference of “Executive Manager TNR” to “TNR Assistant Director” in Job Summary.
  - The revised job description will apply to the current Natural Resources and Env Qty Div Dir, Slot 376
- Public Works Director - Change reference of “Executive Manager” to “TNR Assistance Director” in Job Summary.

For all intents and purposes, employees in these positions will begin operating per the revisions effective October 1, 2012.

Please feel free to contact me, Donna Holt or Carol Joseph at 854-9383 if you have any questions.

SMM:DH/ts  
0101 Job Descriptions

Attachments: Job Description Drafts  
TNR Organizational Chart

cc: Todd Osburn, Compensation Manager, HRMD  
Carol Joseph, Assistant Director, TNR  
Donna Holt, Administrative Services Director, TNR  
Tina Salazar, HR Manager, TNR

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: TNR Assistant Director

JOB CODE: 31317  
PAY GRADE: 31

FLSA STATUS: Exempt  
LAST REVISED: 10/01/1204/04  
/42

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### JOB SUMMARY:

~~Directs department-wide operations in multiple complex functional or programmatic areas within the Transportation and Natural Resources department. Directs the overall operations, staff and functions through subordinate managers. Provides leadership, oversight and direction in all planning, organizing, implementing and evaluating operations in accordance with state, federal and local laws, policies and procedures, and guidelines. Develops departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Plans, implements and coordinates development and implementation of management work plans, budgets, and strategic goals and objectives. Manages and evaluates, planning, administrative, fiscal functions and information systems. Plans and directs development of department at Commissioners Court meetings and participates in overall administration. Serves as Acting Executive Manager of Transportation and Natural Resources during the absence of the Executive Manager.~~

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification represents senior management within the department. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Directs and controls planning, budgets, resource allocation, financial systems and information technology of the department. Directs, oversees and participates in the development and implementation of the department's planning, organizing, mission, overall strategic goals and objectives. Directs scheduling, monitoring and deploying of human, operating and capital resources to accomplish policies, plans and program outcome measures. Ensures that the department adheres to agency goals and objectives.
- Participates actively in organizational strategic planning. Assists the ~~County Executive~~ Executive Manager with overall departmental responsibilities and has delegated authority to make necessary departmental decisions in absence of ~~County Executive~~ Executive Manager.
- Develops, manages and controls departmental programs, budgets and personnel. Oversees the development of the department budget, including revenue forecasting, departmental budget reviews and recommendations to the ~~County Executive~~ Executive Manager. Supports the ~~County Executive~~ Executive Manager in presentation of budget and capital improvement program to Commissioners Court. Reviews and approves department operating expenditures. Assists senior managers in implementing fiscal transactions and decisions. Plans future budgetary requirements.
- Manages conflict resolution for the department. Evaluates and reports on program performance. Prepares process analyses using statistical process controls to continually improve the quality of processes and output.
- Represents the department at business meetings, legislative sessions, conferences, seminars, boards, panels and committees.
- Directs, develops and monitors departmental policies and operating procedures. Implements, communicates and effectively uses policies and procedures. Coordinates with departments, agencies and organizations to accomplish desired goals and objectives. Communicates with ~~County Executive~~ Executive Manager and Commissioners Court.
- ~~Directs~~ Coaches' senior managers on matters of department structure and leadership. Plans and evaluates the work of senior level management, professional, technical and other support staff. Interprets policies for subordinates. Resolves conflicts and exercises broad coordination over activities. Reviews, evaluates and recommends improvements to department administrative and financial internal controls and systems and procedures.
- Plans, develops and directs a comprehensive long-term strategic plan for automated systems needs for the department, including centralized computer applications, personal computers and telecommunications functions. Oversees automated systems within the department, including prioritizing requests for applications development or

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: TNR Assistant Director**

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**JOB CODE:** 31317  
**PAY GRADE:** 31

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/1204/01/12  
/12

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enhancements, hardware and software standards and equipment acquisition and replacement. Coordinates technical staff placed within the department. Positions the department to effectively respond to the changing technological environment.

- Performs other job-related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree in Public Administration, Business Administration, Planning, Finance or a directly related field AND seven (7) years of senior level management experience, including four (4) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

### **Preferred:**

Master's degree in Public Administration, Business Administration, Planning, Finance or a directly related field.

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Planning and research methodology.
- State and Federal regulatory or administrative requirements and practices.
- Standards of policy analysis, finance and contract management.
- Budgetary and fiscal process.
- Quality management principles and practices.



# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: TNR Assistant Director

JOB CODE: 31317  
PAY GRADE: 31

FLSA STATUS: Exempt  
LAST REVISED: 10/01/2004/01/12

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- Techniques of statistical measurements and applications.
- Governmental procurement and contracts management requirements.
- Principles and practices of microcomputers, data processing and MIS functions and equipment capabilities.
- Supervisory principles, practices and techniques.
- Online computer searches.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

### Skill in:

- Resolving supervisory/management issues, including planning and managing teams.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

### Ability to:

- Interact effectively with staff, public, elected and appointed officials.
- Direct and organize department activities.
- Establish program goals and objectives that support the strategic plan.
- Identify problems, evaluate alternatives and implement effective solutions.
- Direct the development of agency policies and procedures.
- Prepare clear, complete, accurate and logical verbal and written reports and make presentations.
- Prioritize needs, develop and implement plans of action.

### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to: (Cont.)

- Direct preparation of department budget function.
- Plan, coordinate and direct the work of senior managers and professional.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Value diversity and promote shared responsibility, teamwork, systems integration and acceptance of change.
- Read and understand basic legal documents.
- Listen and communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with representatives of outside agencies, consultants, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: TNR Assistant Director**

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**JOB CODE:** 31317  
**PAY GRADE:** 31

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**JOB SUMMARY:**

Directs department-wide operations in multiple complex functional or programmatic areas within the Transportation and Natural Resources department. Directs the overall operations, staff and functions through subordinate managers. Provides leadership, oversight and direction in all planning, organizing, implementing and evaluating operations in accordance with state, federal and local laws, policies and procedures, and guidelines. Develops departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification represent senior management within the department. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Directs and controls planning, budgets, resource allocation, financial systems and information technology of the department. Directs, oversees and participates in the development and implementation of the department's planning, organizing, mission, overall strategic goals and objectives. Directs scheduling, monitoring and deploying of human, operating and capital resources to accomplish policies, plans and program outcome measures. Ensures that the department adheres to agency goals and objectives.
- Participates actively in organizational strategic planning. Assists the County Executive with overall departmental responsibilities and has delegated authority to make necessary departmental decisions in absence of County Executive.
- Develops, manages and controls departmental programs, budgets and personnel. Oversees the development of the department budget, including revenue forecasting, departmental budget reviews and recommendations to the County Executive. Supports the County Executive in presentation of budget and capital improvement program to Commissioners Court. Reviews and approves department operating expenditures. Assists senior managers in implementing fiscal transactions and decisions. Plans future budgetary requirements.
- Manages conflict resolution for the department. Evaluates and reports on program performance. Prepares process analyses using statistical process controls to continually improve the quality of processes and output.
- Represents the department at business meetings, legislative sessions, conferences, seminars, boards, panels and committees.
- Directs, develops and monitors departmental policies and operating procedures. Implements, communicates and effectively uses policies and procedures. Coordinates with departments, agencies and organizations to accomplish desired goals and objectives. Communicates with County Executive and Commissioners Court.
- Directs senior managers on matters of department structure and leadership. Plans and evaluates the work of senior level management, professional, technical and other support staff. Interprets policies for subordinates. Resolves conflicts and exercises broad coordination over activities. Reviews, evaluates and recommends improvements to department administrative and financial internal controls and systems and procedures.
- Plans, develops and directs a comprehensive long-term strategic plan for automated systems needs for the department, including centralized computer applications, personal computers and telecommunications functions. Oversees automated systems within the department, including prioritizing requests for applications development or enhancements, hardware and software standards and equipment acquisition and replacement. Coordinates technical staff placed within the department. Positions the department to effectively respond to the changing technological environment.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: TNR Assistant Director**

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**JOB CODE:** 31317  
**PAY GRADE:** 31

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Public Administration, Business Administration, Planning, Finance or a directly related field AND seven (7) years of senior level management experience, including four (4) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

**Preferred:**

Master's degree in Public Administration, Business Administration, Planning, Finance or a directly related field.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Planning and research methodology.
- State and Federal regulatory or administrative requirements and practices.
- Standards of policy analysis, finance and contract management.
- Budgetary and fiscal process.
- Quality management principles and practices.
- Techniques of statistical measurements and applications.
- Governmental procurement and contracts management requirements.
- Principles and practices of microcomputers, data processing and MIS functions and equipment capabilities.
- Supervisory principles, practices and techniques.
- Online computer searches.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Resolving supervisory/management issues, including planning and managing teams.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Interact effectively with staff, public, elected and appointed officials.
- Direct and organize department activities.
- Establish program goals and objectives that support the strategic plan.
- Identify problems, evaluate alternatives and implement effective solutions.
- Direct the development of agency policies and procedures.
- Prepare clear, complete, accurate and logical verbal and written reports and make presentations.
- Prioritize needs, develop and implement plans of action.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: TNR Assistant Director**

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**JOB CODE:** 31317  
**PAY GRADE:** 31

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**MINIMUM REQUIREMENTS: (Cont.)****Ability to: (Cont.)**

- Direct preparation of department budget function.
- Plan, coordinate and direct the work of senior managers and professional.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Value diversity and promote shared responsibility, teamwork, systems integration and acceptance of change.
- Read and understand basic legal documents.
- Listen and communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with representatives of outside agencies, consultants, other County employees and officials, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20–50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Public Works Director**

**JOB CODE:** 33256  
**PAY GRADE:** 33

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/2004/04  
A2

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**JOB SUMMARY:**

Under administrative direction of the ~~TNR Assistant Director~~ ~~Executive Manager~~ TNR, plans, organizes, directs, reviews and evaluates the activities, functions and operations of the Public Works division. Coordinates and works closely with officials, department heads and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media. Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department. Performs all work using appropriate safety procedures.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification serves as the administrator. This classification is distinguished by the administrative duties and responsibilities, licensed as a Professional Engineer (P.E.), and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs, reviews and evaluates the activities, functions and operations of the division.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County employees and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media.
- Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department.
- Manages the resources of the department to ensure the completion of long-term projects on time and under budget. Develops and implements plans for financing improvements and reviews and approves the improvements. Reviews plans, reports, budget estimates and proposals. Manages the preparation and administration of the budget. Prepares a variety of fiscal and administrative reports.
- Negotiates and oversees services contracts, supplemental agreements and services assuring financial integrity. Oversees the preparation of bid documents and contracts, and manages these contracts to successful completion. Monitors inter-governmental actions.
- Directs and participates in the development and implementation of strategic short and long-term plans. Develops and implements goals, objectives, policies, procedures or priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes department policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance, coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances and complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Civil Engineering AND eight (8) years of directly related, increasingly responsible and varied professional engineering project management, developing and managing public works, or municipal management experience, including five (5) years of senior level management, project management and/or administrative experience.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Public Works Director

JOB CODE: 33256  
PAY GRADE: 33

FLSA STATUS: Exempt  
LAST REVISED: 10/01/1204/04  
/12

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### MINIMUM REQUIREMENTS: (Cont.)

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Civil Engineering a directly related field.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Principles and practices, programs, systems, methods and techniques of municipal public works, including planning, design, construction, operation and maintenance.
- Technical, legal, financial and public relation problems involved in the conduct of a municipal public works program.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works facilities.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Theory, principles, practices and methods of state and local public engineering, construction, street maintenance and contract administration.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Budget preparation and office management.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Planning and directing a variety of engineering projects.
- Improving seamless customer service delivery.
- Building and maintaining strong relationships with the community, employees and other agencies.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance and dispute resolution.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards in variety of engineering projects.
- Contract management and project budgeting.
- Using and caring of equipment, tools and testing materials.
- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Public Works Director

JOB CODE: 33256  
PAY GRADE: 33

FLSA STATUS: Exempt  
LAST REVISED: 10/01/2014/01/12

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### MINIMUM REQUIREMENTS: (Cont.)

#### Ability to:

- Direct, plan and implement division operations and activities.
- Provide operational management, administration, organizational leadership and team building.
- Manage and prioritize programs, projects and activities.
- Delegate authority and responsibility, and to schedule and program work on a long-term basis.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies, or members of the professional community.
- Perform in a fast-paced and stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Public Works Director**

**JOB CODE:** 33256  
**PAY GRADE:** 33

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**JOB SUMMARY:**

Under administrative direction of the TNR Assistant Director, plans, organizes, directs, reviews and evaluates the activities, functions and operations of the Public Works division. Coordinates and works closely with officials, department heads and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media. Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department. Performs all work using appropriate safety procedures.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification serves as the administrator. This classification is distinguished by the administrative duties and responsibilities, licensed as a Professional Engineer (P.E.), and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs, reviews and evaluates the activities, functions and operations of the division.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County employees and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media.
- Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department.
- Manages the resources of the department to ensure the completion of long-term projects on time and under budget. Develops and implements plans for financing improvements and reviews and approves the improvements. Reviews plans, reports, budget estimates and proposals. Manages the preparation and administration of the budget. Prepares a variety of fiscal and administrative reports.
- Negotiates and oversees services contracts, supplemental agreements and services assuring financial integrity. Oversees the preparation of bid documents and contracts, and manages these contracts to successful completion. Monitors inter-governmental actions.
- Directs and participates in the development and implementation of strategic short and long-term plans. Develops and implements goals, objectives, policies, procedures or priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes department policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance, coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances and complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Civil Engineering AND eight (8) years of directly related, increasingly responsible and varied professional engineering project management, developing and managing public works, or municipal management experience, including five (5) years of senior level management, project management and/or administrative experience.

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# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Public Works Director**

**JOB CODE:** 33256  
**PAY GRADE:** 33

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**MINIMUM REQUIREMENTS: (Cont.)****Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

Valid Texas Driver's License.

**Preferred:**

Master's degree in Civil Engineering a directly related field.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Principles and practices, programs, systems, methods and techniques of municipal public works, including planning, design, construction, operation and maintenance.
- Technical, legal, financial and public relation problems involved in the conduct of a municipal public works program.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works facilities.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Theory, principles, practices and methods of state and local public engineering, construction, street maintenance and contract administration.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Budget preparation and office management.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Planning and directing a variety of engineering projects.
- Improving seamless customer service delivery.
- Building and maintaining strong relationships with the community, employees and other agencies.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance and dispute resolution.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards in variety of engineering projects.
- Contract management and project budgeting.
- Using and caring of equipment, tools and testing materials.
- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Public Works Director**

**JOB CODE:** 33256  
**PAY GRADE:** 33

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**MINIMUM REQUIREMENTS: (Cont.)****Ability to:**

- Direct, plan and implement division operations and activities.
- Provide operational management, administration, organizational leadership and team building.
- Manage and prioritize programs, projects and activities.
- Delegate authority and responsibility, and to schedule and program work on a long-term basis.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies, or members of the professional community.
- Perform in a fast-paced and stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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## **JOB TITLE: Natural Resources and Environmental Quality Div Dir**

**JOB CODE:** 27309  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/2009

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### **JOB SUMMARY:**

Under administrative direction of the ~~TNR Assistant Director~~ ~~Executive Manager TNR~~, serves as the Environmental Officer to the Commissioners Court, and directs, administers and manages operational activities of the Natural Resources and Environmental Quality Division. Provides consultation and guidance directly to the Commissioners Court on a wide variety of technical, policy and regulatory issues in natural resource and environmental contexts. Directs the development and implementation of complex natural resource and environmental projects and programs. Develops policies and procedures. Plans, directs, monitors, allocates and controls resources, staffing, equipment and materials. Develops, implements and monitors budget, and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Supervises and directs work of subordinate managers. Monitors and oversees that services delivered are in compliance with applicable laws, statutes, rules, regulations and applicable standards and procedures established by the Federal Government, State, Court and the department. Performs all work using appropriate safety procedures.

### **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification represents senior management within the department. This classification is responsible for overall performance and environmental compliance in the areas of civil environmental enforcement, natural resource grants, hazardous materials management, solid waste regulatory matters, recycling, waste minimization, stormwater system management, general water quality protection, air quality protection, cultural and natural resource management and endangered species preserve and habitat conservation plan management in a countywide scope. This classification may require a flexible work schedule in order to meet the needs of the department.

### **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs, reviews and evaluates the activities, functions and operations of the division. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly.
- Supervises professional, technical and administrative support staff, evaluates staff job performance, coordinates, prioritizes and schedules assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Directs, manages and controls division's budgets. Prepares and submits a variety of fiscal and administrative reports. Ensures adequate resources available for operation of division.
- Directs planning, development and implementation of policies and programs to ensure compliance with State, Federal, County, Local environmental laws and regulations on a countywide basis. Reports to and provides recommendations to Commissioners Court on environmental regulatory, technical and policy matters. Represents the County before Local, State and Federal regulatory agencies.
- Directs and conducts research, consultation and provides reports to Commissioners Court in response to queries from constituents and Commissioners Court regarding current and prospective environmental and natural resource issues, program activities and plans.
- Plans, directs, oversees work plan creation/implementation and strategic planning for cultural and natural resource consultation and management services on Travis County owned or managed lands to include habitat conservation planning, open space and preserve management, park and preserve land acquisition, ecological monitoring and restoration.
- Works with Program Manager to create work plans, conduct strategic planning for, and direct performance of natural resources grant acquisition and administration services, solid waste minimization and recycling services, hazardous materials management services and regulatory support programs in the areas of stormwater management, air quality and civil environmental enforcement.
- Serves as liaison with other agencies, the media, State and Federal authorities and other local political subdivisions with regards to coordination of environmental and natural resources protection.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Natural Resources and Environmental Quality Div Dir**

**JOB CODE:** 27309  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/1209

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## **DUTIES AND RESPONSIBILITIES: (Cont.)**

- Directs and performs administrative duties to include reports, correspondence, short and long term strategic planning, attending meetings and training, preparing annual work plan, budget and project status reports.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Responds and investigates citizen inquires, grievances or complaints.
- Performs other job-related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree in Environmental Engineering, Biology, Botany, Natural Resources, Planning, Business Administration or a directly related field AND seven (7) years of senior management level experience in supervising planning, coordinating and managing of environmental and resource management activities, including four (4) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

### **Preferred:**

Master's degree in Environmental Engineering, Biology, Botany, Natural Resources, Planning, Business Administration or a directly related field.

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Supervisory principles, practices and techniques.
- Principles of project management.
- Standard management theory, principles, practices, and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgetary and fiscal process.
- Grant information sources, standards and guidelines.
- Consultant contract management policies and procedures.
- Requirements for contract plans, specifications, and estimates.
- Online computer searches.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Resolving supervisory/management issues, including planning and managing teams.
- Planning and directing a variety of projects.
- Analyzing and evaluating complex data.
- Performing contract negotiation.
- Contract management and project budgeting.
- Explaining complicated technical problems in simple non-technical language.

# TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE: Natural Resources and Environmental Quality Div Dir**

**JOB CODE:** 27309  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/2009

## **MINIMUM REQUIREMENTS: (Cont.)**

### **Skill in: (Cont.)**

- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and technical decision-making for developing effective solutions.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

### **Ability to:**

- Plan, coordinate, organize and effectively prioritize program and projects.
- Plan, assign, supervise, train and review the work of subordinates.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Develop and implement new and innovative ideas.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs and develop and implement plans of action.
- Convey complex ideas and concepts verbally and in writing.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Address complex issues so they may be understood by the audience.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. May be subject to contact with dangerous machinery, fumes, and hazardous chemicals.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Natural Resources and Environmental Quality Div Dir**

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**JOB CODE:** 27309  
**PAY GRADE:** 27

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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## **JOB SUMMARY:**

Under administrative direction of the TNR Assistant Director, serves as the Environmental Officer to the Commissioners Court, and directs, administers and manages operational activities of the Natural Resources and Environmental Quality Division. Provides consultation and guidance directly to the Commissioners Court on a wide variety of technical, policy and regulatory issues in natural resource and environmental contexts. Directs the development and implementation of complex natural resource and environmental projects and programs. Develops policies and procedures. Plans, directs, monitors, allocates and controls resources, staffing, equipment and materials. Develops, implements and monitors budget, and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Supervises and directs work of subordinate managers. Monitors and oversees that services delivered are in compliance with applicable laws, statutes, rules, regulations and applicable standards and procedures established by the Federal Government, State, Court and the department. Performs all work using appropriate safety procedures.

## **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification represents senior management within the department. This classification is responsible for overall performance and environmental compliance in the areas of civil environmental enforcement, natural resource grants, hazardous materials management, solid waste regulatory matters, recycling, waste minimization, stormwater system management, general water quality protection, air quality protection, cultural and natural resource management and endangered species preserve and habitat conservation plan management in a countywide scope. This classification may require a flexible work schedule in order to meet the needs of the department.

## **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs, reviews and evaluates the activities, functions and operations of the division. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly.
- Supervises professional, technical and administrative support staff, evaluates staff job performance, coordinates, prioritizes and schedules assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Directs, manages and controls division's budgets. Prepares and submits a variety of fiscal and administrative reports. Ensures adequate resources available for operation of division.
- Directs planning, development and implementation of policies and programs to ensure compliance with State, Federal, County, Local environmental laws and regulations on a countywide basis. Reports to and provides recommendations to Commissioners Court on environmental regulatory, technical and policy matters. Represents the County before Local, State and Federal regulatory agencies.
- Directs and conducts research, consultation and provides reports to Commissioners Court in response to queries from constituents and Commissioners Court regarding current and prospective environmental and natural resource issues, program activities and plans.
- Plans, directs, oversees work plan creation/implementation and strategic planning for cultural and natural resource consultation and management services on Travis County owned or managed lands to include habitat conservation planning, open space and preserve management, park and preserve land acquisition, ecological monitoring and restoration.
- Works with Program Manager to create work plans, conduct strategic planning for, and direct performance of natural resources grant acquisition and administration services, solid waste minimization and recycling services, hazardous materials management services and regulatory support programs in the areas of stormwater management, air quality and civil environmental enforcement.
- Serves as liaison with other agencies, the media, State and Federal authorities and other local political subdivisions with regards to coordination of environmental and natural resources protection.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Natural Resources and Environmental Quality Div Dir

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JOB CODE: 27309  
PAY GRADE: 27

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs and performs administrative duties to include reports, correspondence, short and long term strategic planning, attending meetings and training, preparing annual work plan, budget and project status reports.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Responds and investigates citizen inquires, grievances or complaints.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Environmental Engineering, Biology, Botany, Natural Resources, Planning, Business Administration or a directly related field AND seven (7) years of senior management level experience in supervising planning, coordinating and managing of environmental and resource management activities, including four (4) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

#### **Preferred:**

Master's degree in Environmental Engineering, Biology, Botany, Natural Resources, Planning, Business Administration or a directly related field.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Supervisory principles, practices and techniques.
- Principles of project management.
- Standard management theory, principles, practices, and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgetary and fiscal process.
- Grant information sources, standards and guidelines.
- Consultant contract management policies and procedures.
- Requirements for contract plans, specifications, and estimates.
- Online computer searches.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Resolving supervisory/management issues, including planning and managing teams.
- Planning and directing a variety of projects.
- Analyzing and evaluating complex data.
- Performing contract negotiation.
- Contract management and project budgeting.
- Explaining complicated technical problems in simple non-technical language.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Natural Resources and Environmental Quality Div Dir

JOB CODE: 27309  
PAY GRADE: 27

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in: (Cont.)

- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and technical decision-making for developing effective solutions.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

#### Ability to:

- Plan, coordinate, organize and effectively prioritize program and projects.
- Plan, assign, supervise, train and review the work of subordinates.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Develop and implement new and innovative ideas.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs and develop and implement plans of action.
- Convey complex ideas and concepts verbally and in writing.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Address complex issues so they may be understood by the audience.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. May be subject to contact with dangerous machinery, fumes, and hazardous chemicals.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**



# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Parks Division Director

JOB CODE: 29315  
PAY GRADE: 29

FLSA STATUS: Exempt  
LAST REVISED: 10/01/1204/01  
/12

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### JOB SUMMARY:

Manages and directs activities of Parks programs and services, and plans for park land.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two parks-related job classifications within the Senior Management/Middle Management job family. Represents senior management within the department. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Uses a strategic planning process and plans, organizes and provides leadership to an interdisciplinary group of professional, managerial and technical staff, to ensure comprehensive and coordinated Parks programs and services through an annual work plan and performance objectives. Sets the standard for current as well as future services. Prepares the strategic direction and goals of the division, determines staffing requirements and plans accordingly for resources. Develops and evaluates alternatives and recommends action to solve problems. Researches and implements new programs and practices needed to sustain strategic initiatives. Directs development and implementation of Standard Operating Procedures for existing and new operations/processes.
- Planning for park land.
- Provides expert consultation to Commissioners Court, political entities, agencies and internal management staff regarding current and prospective issues, program activities and plans. Functions as a member of the department's senior executive management group.
- Works directly and through middle-level managers and supervisors to manage, develop and direct operations staff. Provides leadership and guidance. Leads by example. Implements effective management controls. Ensures effective two-way communications within chain of command. Develops and maintains relevant performance standards and measures. Addresses personnel issues in a fair and timely manner.
- Analyzes division program initiatives, determines strategies, prioritizes implementation and ensures high quality delivery through appropriate tracking and feedback processes. Defines, prioritizes, schedules and monitors multiple operations projects, developing and maintaining comprehensive project plans/schedules. Reviews and analyzes annual contract deliverables. Develops project resource strategies, allocating budget, staff, tools, etc. necessary for implementation of projects. Reports metrics and service deliverables to ensure quality and satisfaction.
- Responsible for development of processes and maintaining day-to-day operations for budget and fiscal operations, capital and human resources. Develops and deploys management systems that optimize resources.
- Ensures compliance with County and other applicable standards.
- Serves as liaison with State and Federal authorities and other local organizations to ensure coordination. Serves as key liaison between County Executive~~Executive Manager~~, Commissioners Court and operations staff. Works with peers from across the County on common issues. Develops relationships with professional organizations, peer groups and industry trade groups to stay current on practices.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Parks and Recreation, Conservation, Business Administration or a directly related field AND seven (7) years of senior management level experience in managing parks, including four (4) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Parks Division Director**

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**JOB CODE:** 29315  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/2014/01/12

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of this job.

## **MINIMUM REQUIREMENTS: (Cont.)**

### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

### **Preferred:**

Master's degree in Parks and Recreation, Conservation, Business Administration or a directly related field.  
Certified Park and Recreation Professional (CPRP).

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Standard management theory, principles, practices, and techniques of park management and operations and park land planning.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Work design, time management, facilitation and managing budgets.
- Resolving leadership/management issues, including planning and managing teams.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

#### **Ability to:**

- Plan, organize and effectively direct programs.
- Direct and lead work of professional and support staff members.
- Coach, mentor and motivate staff.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Anticipate future requirements, and research and analyze emerging programs.
- Conduct and prepare feasibility studies.
- Develop proposals including estimates for resource usage.
- Prepare statistical reports and complete cost/benefit analysis.
- Effectively communicate strategic directions and goals.
- Communicate with a broad base of stakeholders and multiple management layers.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Make decisions where there is uncertainty.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Parks Division Director**

**JOB CODE:** 29315  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/2014/01/12

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Parks Division Director

JOB CODE: 29315  
PAY GRADE: 29

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### JOB SUMMARY:

Manages and directs activities of Parks programs and services, and plans for park land.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two parks-related job classifications within the Senior Management/Middle Management job family. Represents senior management within the department. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Uses a strategic planning process and plans, organizes and provides leadership to an interdisciplinary group of professional, managerial and technical staff, to ensure comprehensive and coordinated Parks programs and services through an annual work plan and performance objectives. Sets the standard for current as well as future services. Prepares the strategic direction and goals of the division, determines staffing requirements and plans accordingly for resources. Develops and evaluates alternatives and recommends action to solve problems. Researches and implements new programs and practices needed to sustain strategic initiatives. Directs development and implementation of Standard Operating Procedures for existing and new operations/processes.
- Planning for park land.
- Provides expert consultation to Commissioners Court, political entities, agencies and internal management staff regarding current and prospective issues, program activities and plans. Functions as a member of the department's senior executive management group.
- Works directly and through middle-level managers and supervisors to manage, develop and direct operations staff. Provides leadership and guidance. Leads by example. Implements effective management controls. Ensures effective two-way communications within chain of command. Develops and maintains relevant performance standards and measures. Addresses personnel issues in a fair and timely manner.
- Analyzes division program initiatives, determines strategies, prioritizes implementation and ensures high quality delivery through appropriate tracking and feedback processes. Defines, prioritizes, schedules and monitors multiple operations projects, developing and maintaining comprehensive project plans/schedules. Reviews and analyzes annual contract deliverables. Develops project resource strategies, allocating budget, staff, tools, etc. necessary for implementation of projects. Reports metrics and service deliverables to ensure quality and satisfaction.
- Responsible for development of processes and maintaining day-to-day operations for budget and fiscal operations, capital and human resources. Develops and deploys management systems that optimize resources.
- Ensures compliance with County and other applicable standards.
- Serves as liaison with State and Federal authorities and other local organizations to ensure coordination. Serves as key liaison between County Executive, Commissioners Court and operations staff. Works with peers from across the County on common issues. Develops relationships with professional organizations, peer groups and industry trade groups to stay current on practices.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Parks and Recreation, Conservation, Business Administration or a directly related field AND seven (7) years of senior management level experience in managing parks, including four (4) years of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Parks Division Director**

**JOB CODE:** 29315  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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## **MINIMUM REQUIREMENTS: (Cont.)**

### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

### **Preferred:**

Master's degree in Parks and Recreation, Conservation, Business Administration or a directly related field.  
Certified Park and Recreation Professional (CPRP).

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Standard management theory, principles, practices, and techniques of park management and operations and park land planning.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Work design, time management, facilitation and managing budgets.
- Resolving leadership/management issues, including planning and managing teams.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

#### **Ability to:**

- Plan, organize and effectively direct programs.
- Direct and lead work of professional and support staff members.
- Coach, mentor and motivate staff.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Anticipate future requirements, and research and analyze emerging programs.
- Conduct and prepare feasibility studies.
- Develop proposals including estimates for resource usage.
- Prepare statistical reports and complete cost/benefit analysis.
- Effectively communicate strategic directions and goals.
- Communicate with a broad base of stakeholders and multiple management layers.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Make decisions where there is uncertainty.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Parks Division Director**

**JOB CODE:** 29315  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

## **JOB TITLE:** Engineering Services Development Services and Long Range Planning Division Director

**JOB CODE:** 29254  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

### **JOB SUMMARY:**

Under administrative direction of the ~~Executive Manager~~ TNR Assistant Director, directs the development and implementation of complex engineering projects and programs. Develops policies and procedures. Allocates resources, staffing, equipment and material. Monitors budget and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Supervises and directs work of professional and technical staff. Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department. Performs all work using appropriate safety procedures.

### **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. This classification is distinguished by the director duties and responsibilities, licensed as a Professional Engineer (P.E.), or licensed as a certified urban or regional planner by the American Institute of Certified Planners (AICP), and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

### **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes and directs, reviews and evaluates the activities, functions and operations of the division. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly. Prepares a variety of fiscal and administrative reports.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. Negotiates with firms for outsourcing work.
- Develops, manages and controls division's programs, budgets and personnel. Plans future budgetary requirements for division. Purchases, monitors and maintains fixed assets common to division. Evaluates and reports on program performance of division. Prepares process analyses and uses statistical process controls to continually improve quality of processes and output.
- Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department.
- Directs, develops and monitors division/department policies and operating procedures. Implements, communicates and effectively utilizes department policies and procedures. Coordinates with other division directors, departments, agencies and organizations to accomplish division/department goals and objectives.
- Negotiates and oversees services contracts, supplemental agreements and services assuring financial integrity.
- Participates in the development and implementation of strategic short-term and long-term division plans. Develops and implements goals, objectives, policies, procedures and priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes divisional policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance and coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances or complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Directs current and long-range planning projects related to transportation, land development regulations, and the

# TRAVIS COUNTY JOB DESCRIPTION

## **JOB TITLE:** Engineering Services Development Services and Long Range Planning Division Director

**JOB CODE:** 29254  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

development of new County ordinances and legislative initiatives.

- Performs other job-related duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **Education and Experience:**

Bachelor's degree in Civil Engineering AND six (6) years of directly related, increasingly responsible professional engineering design and/or analysis experience as a licensed Professional Engineer, including four (4) years of mid- to senior level supervisory/management or project management experience.

Or Bachelor's degree in Urban Planning AND six (6) years of directly related, increasingly responsible professional urban planning and/or analysis experience as a Certified Planner, including four (4) years of mid- to senior level supervisory management or project management experience.

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire. Or AICP certified in urban and regional planning or obtainable within one (1) year from hire date.

Valid Texas Driver's License.

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Legislative processes.
- Methods, techniques and practices of long range, advanced, comprehensive, urban and regional planning.
- Modern, advanced methods of planning research, data collection and analysis.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Planning and directing a variety of engineering projects.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance, and dispute resolution.
- Leadership, collaboration and negotiation techniques.
- Contract management and project budgeting.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved planning and engineering methods and standards a variety of planning and engineering projects.
- Using and caring of equipment, tools, and testing materials.
- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.



# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE:** Engineering Services Development Services and Long Range Planning Division Director

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**JOB CODE:** 29254  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/09

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- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

**Ability to:**

- Coordinate, plan and prioritize programs, projects, and activities.
- Work in open, participatory, public forums of diverse opinions and values, educated debates and complex issues.
- Initiate and develop projects and programs.
- Bring together several viewpoints into a balanced position.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Convey complex ideas and concepts verbally and in writing.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Perform complex engineering studies, analysis and design.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work independently.
- Exercise sound judgment and make decisions.

**MINIMUM REQUIREMENTS: (Cont.)**

**Ability to: (Cont.)**

- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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## **JOB TITLE:     Development Services and Long Range Planning                   Division Director**

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**JOB CODE:**       29XXX  
**PAY GRADE:**     29

**FLSA STATUS:**    Exempt  
**LAST REVISED:**  10/01/12

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### **JOB SUMMARY:**

Under administrative direction of the TNR Assistant Director, directs the development and implementation of complex engineering projects and programs. Develops policies and procedures. Allocates resources, staffing, equipment and material. Monitors budget and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Supervises and directs work of professional and technical staff. Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department. Performs all work using appropriate safety procedures.

### **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. This classification is distinguished by the director duties and responsibilities, licensed as a Professional Engineer (P.E.), or licensed as a certified urban or regional planner by the American Institute of Certified Planners (AICP), and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

### **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes and directs, reviews and evaluates the activities, functions and operations of the division. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly. Prepares a variety of fiscal and administrative reports.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. Negotiates with firms for outsourcing work.
- Develops, manages and controls division's programs, budgets and personnel. Plans future budgetary requirements for division. Purchases, monitors and maintains fixed assets common to division. Evaluates and reports on program performance of division. Prepares process analyses and uses statistical process controls to continually improve quality of processes and output.
- Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department.
- Directs, develops and monitors division/department policies and operating procedures. Implements, communicates and effectively utilizes department policies and procedures. Coordinates with other division directors, departments, agencies and organizations to accomplish division/department goals and objectives.
- Negotiates and oversees services contracts, supplemental agreements and services assuring financial integrity.
- Participates in the development and implementation of strategic short-term and long-term division plans. Develops and implements goals, objectives, policies, procedures and priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes divisional policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance and coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances or complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Development Services and Long Range Planning  
Division Director**

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**JOB CODE:** 29XXX  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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## **DUTIES AND RESPONSIBILITIES (Cont.)**

- Directs current and long-range planning projects related to transportation, land development regulations, and the development of new County ordinances and legislative initiatives.
- Performs other job-related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree in Civil Engineering AND six (6) years of directly related, increasingly responsible professional engineering design and/or analysis experience as a licensed Professional Engineer, including four (4) years of mid- to senior level supervisory/management or project management experience.

Or Bachelor's degree in Urban Planning AND six (6) years of directly related, increasingly responsible professional urban planning and/or analysis experience as a Certified Planner, including four (4) years of mid- to senior level supervisory management or project management experience.

### **Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire. Or AICP certified in urban and regional planning or obtainable within one (1) year from hire date.

Valid Texas Driver's License.

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Legislative processes.
- Methods, techniques and practices of long range, advanced, comprehensive, urban and regional planning.
- Modern, advanced methods of planning research, data collection and analysis.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Planning and directing a variety of engineering projects.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance, and dispute resolution.
- Leadership, collaboration and negotiation techniques.
- Contract management and project budgeting.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved planning and engineering methods and standards a variety of planning and engineering projects.
- Using and caring of equipment, tools, and testing materials.

# TRAVIS COUNTY JOB DESCRIPTION

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## **JOB TITLE:     Development Services and Long Range Planning                     Division Director**

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**JOB CODE:**       29XXX  
**PAY GRADE:**     29

**FLSA STATUS:**    Exempt  
**LAST REVISED:** 10/01/12

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### **MINIMUM REQUIREMENTS: (Cont.)**

#### **Skill in (Cont.):**

- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

#### **Ability to:**

- Coordinate, plan and prioritize programs, projects, and activities.
- Work in open, participatory, public forums of diverse opinions and values, educated debates and complex issues.
- Initiate and develop projects and programs.
- Bring together several viewpoints into a balanced position.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Convey complex ideas and concepts verbally and in writing.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Perform complex engineering studies, analysis and design.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work independently.
- Exercise sound judgment and make decisions.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

<p><b>This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.</b></p>
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# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Comprehensive Long Range Planning Manager**

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**JOB CODE:** 26592

**PAY GRADE:** 26

**FLSA STATUS:** Exempt

**LAST REVISED:** 04/01/12

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## **JOB SUMMARY:**

Directs development and administration of the Comprehensive Plan for the County's physical development. Develops long-term plans and policies and formulates recommendations related to capital improvement programs, County ordinances, and development regulations in the County's unincorporated areas, including the extraterritorial jurisdiction (ETJ) of municipalities. Directs the development of ~~comprehensive plan~~ long range planning elements including transportation, land use, parks and open spaces, storm water management and water quality, and natural resources.

## **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior management/Middle Management job family. ~~This position reports directly to the Executive Manager of Travis County's Transportation and Natural Resources Department.~~ Manages both professional staff and hired consultants working on projects related to the County's Comprehensive Plan. Coordinates with other implementing agencies and County departments, including the Commissioners Court and appointed citizen advisors. This classification may require a flexible work schedule in order to meet the needs of the department.

## **DUTIES AND RESPONSIBILITIES:**

- Supervises program personnel, including assigning and reviewing work and overseeing department and employee goals and their implementation. Recommends hiring, training, terminating, and disciplining of employees as necessary.
- Directs current and long-range planning projects related to transportation, land development regulations, the Comprehensive Plan, the development of new County ordinances, and legislative initiatives.
- Coordinates economic development as it relates to planning issues.
- Reviews reports, makes recommendations on policy change requests and presents staff analysis and recommendations at County meetings.
- Answers questions regarding state statutes and County codes, providing supporting materials such as copies, maps, and letters as required.
- Prepares plans in accordance with state law, including timetables, County resolutions, public notices, service plans, analysis and recommendations, ordinances, and exhibits.
- Manages the compilation of demographic, economic and environmental data and makes projections and estimates.
- Maintains up-to-date knowledge of relevant laws and ordinances, including reading and responding to correspondence and technical reports. Prepares reports when necessary.
- Prepares and manages portions of annual departmental budget.
- Works with outside consultants to provide the information needed to conduct analysis and prepare reports.
- Directs the implementation elements of, and updates to the Comprehensive Plan including: the Transportation Plan; Parks and Open Space Plan and Land Use Plan.
- Directs and manages special planning projects.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Comprehensive Long Range Planning Manager**

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**JOB CODE:** 26592  
**PAY GRADE:** 26

**FLSA STATUS:** Exempt  
**LAST REVISED:** 04/01/12

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## **DUTIES AND RESPONSIBILITIES: (Cont.)**

- Provides necessary information and reports to various other organizations, including the Commissioners Court and its subcommittee, advisory committees, technical committees and community groups.
- Oversees community development initiatives, including citizen outreach, communication plans, regional planning forums, and inter-agency task forces.
- Performs other job-related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree in Urban and Regional Planning, Engineering, Public Policy/Administration, Business Administration or a directly related field AND seven (7) years increasingly responsible experience with transportation planning, strategic planning, policy analysis, and program development, including two (2) years senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### **Licenses, Registrations, Certifications, or Special Requirements:**

AICP (American Institute of Certified Planners) certified in urban and regional planning or obtainable within one (1) year from hire date.

### **Preferred:**

Master's degree in Urban and Regional Planning, Engineering, Public Policy/Administration, Business Administration or a directly related field AND six (6) years of relevant experience, including two (2) years senior level supervisory or management experience;

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Methods and practices of long range, advanced, comprehensive, urban and regional planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Modern advanced methods of planning research, data collection and analysis.
- Principles and techniques of planning.
- Supervisory principles, practices and techniques.
- Complex mathematical and analytical methods as used in planning.
- Strategic planning techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Legislative processes.
- Community issues.
- Public administration and governmental agencies.
- Sources of information, current literature, and recent developments.
- Administrative and related business principles.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, project scheduling and management, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Comprehensive-Long Range Planning Manager**

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**JOB CODE:** 26592  
**PAY GRADE:** 26

**FLSA STATUS:** Exempt  
**LAST REVISED:** 04/01/12

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## MINIMUM REQUIREMENTS: (Cont.)

### Skill in:

- Selecting, supervising, training, motivating and evaluating interdisciplinary professional employees.
- Developing comprehensive and long-range comprehensive plans in development of innovative solutions.
- Economic analysis, including cost/benefit and marginal analysis.
- Program planning, development and implementation.
- Statistical analysis and policy research.
- Leadership, collaboration and negotiation techniques.
- Problem solving and technical decision-making for developing effective solutions.
- Analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling reports.
- Coordinating, developing and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

### Ability to:

- Manage a team of experienced interdisciplinary professionals.
- Work in open, participatory, public forums of diverse opinions and values, educated debates and complex issues.
- Coordinate, plan and prioritize programs, projects and activities.
- Plan, assign, supervise, train and review the work of subordinates.
- Initiate and develop projects and programs.
- Apply knowledge to data, policy, and process analysis.
- Perform complex planning, research and analysis.
- Reach sound conclusions and make recommendations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives.
- Interpret planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Compile data and write clear and comprehensive reports.
- Maintain appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Long Range Planning Manager**

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**JOB CODE:** 26XXX  
**PAY GRADE:** 26

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**JOB SUMMARY:**

Directs development and administration of the Comprehensive Plan for the County's physical development. Develops long-term plans and policies and formulates recommendations related to capital improvement programs, County ordinances, and development regulations in the County's unincorporated areas, including the extraterritorial jurisdiction (ETJ) of municipalities. Directs the development of long range planning elements including transportation, land use, parks and open spaces, storm water management and water quality, and natural resources.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior management/Middle Management job family. Manages both professional staff and hired consultants working on projects related to the County's Comprehensive Plan. Coordinates with other implementing agencies and County departments, including the Commissioners Court and appointed citizen advisors. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Supervises program personnel, including assigning and reviewing work and overseeing department and employee goals and their implementation. Recommends hiring, training, terminating, and disciplining of employees as necessary.
- Directs current and long-range planning projects related to transportation, land development regulations, the Comprehensive Plan, the development of new County ordinances, and legislative initiatives.
- Coordinates economic development as it relates to planning issues.
- Reviews reports, makes recommendations on policy change requests and presents staff analysis and recommendations at County meetings.
- Answers questions regarding state statutes and County codes, providing supporting materials such as copies, maps, and letters as required.
- Prepares plans in accordance with state law, including timetables, County resolutions, public notices, service plans, analysis and recommendations, ordinances, and exhibits.
- Manages the compilation of demographic, economic and environmental data and makes projections and estimates.
- Maintains up-to-date knowledge of relevant laws and ordinances, including reading and responding to correspondence and technical reports. Prepares reports when necessary.
- Prepares and manages portions of annual departmental budget.
- Works with outside consultants to provide the information needed to conduct analysis and prepare reports.
- Directs the implementation elements of, and updates to the Comprehensive Plan including: the Transportation Plan; Parks and Open Space Plan and Land Use Plan.
- Directs and manages special planning projects.



# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Long Range Planning Manager

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JOB CODE: 26XXX  
PAY GRADE: 26

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### DUTIES AND RESPONSIBILITIES: (Cont.)

- Provides necessary information and reports to various other organizations, including the Commissioners Court and its subcommittee, advisory committees, technical committees and community groups.
- Oversees community development initiatives, including citizen outreach, communication plans, regional planning forums, and inter-agency task forces.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Urban and Regional Planning, Engineering, Public Policy/Administration, Business Administration or a directly related field AND seven (7) years increasingly responsible experience with transportation planning, strategic planning, policy analysis, and program development, including two (2) years senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

AICP (American Institute of Certified Planners) certified in urban and regional planning or obtainable within one (1) year from hire date.

#### Preferred:

Master's degree in Urban and Regional Planning, Engineering, Public Policy/Administration, Business Administration or a directly related field AND six (6) years of relevant experience, including two (2) years senior level supervisory or management experience;

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Methods and practices of long range, advanced, comprehensive, urban and regional planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Modern advanced methods of planning research, data collection and analysis.
- Principles and techniques of planning.
- Supervisory principles, practices and techniques.
- Complex mathematical and analytical methods as used in planning.
- Strategic planning techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Legislative processes.
- Community issues.
- Public administration and governmental agencies.
- Sources of information, current literature, and recent developments.
- Administrative and related business principles.
- Computer equipment to include word processing, spreadsheets, databases, statistical packages, project scheduling and management, presentation/graphics and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Long Range Planning Manager

JOB CODE: 26XXX  
PAY GRADE: 26

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### MINIMUM REQUIREMENTS: (Cont.)

#### Skill in:

- Selecting, supervising, training, motivating and evaluating interdisciplinary professional employees.
- Developing comprehensive and long-range comprehensive plans in development of innovative solutions.
- Economic analysis, including cost/benefit and marginal analysis.
- Program planning, development and implementation.
- Statistical analysis and policy research.
- Leadership, collaboration and negotiation techniques.
- Problem solving and technical decision-making for developing effective solutions.
- Analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling reports.
- Coordinating, developing and making presentations.
- Coordinating work of others.
- Conducting interviews and group meetings.
- Both verbal and written communication.

#### Ability to:

- Manage a team of experienced interdisciplinary professionals.
- Work in open, participatory, public forums of diverse opinions and values, educated debates and complex issues.
- Coordinate, plan and prioritize programs, projects and activities.
- Plan, assign, supervise, train and review the work of subordinates.
- Initiate and develop projects and programs.
- Apply knowledge to data, policy, and process analysis.
- Perform complex planning, research and analysis.
- Reach sound conclusions and make recommendations.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives.
- Interpret planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Compile data and write clear and comprehensive reports.
- Maintain appropriate records.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5–20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, occasional indoor/outdoor activities, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Right of Way Program Manager

JOB CODE: 25518  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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### JOB SUMMARY:

Oversees and directs the planning, budgeting, implementation, coordination, administration, and operation of activities, systems, projects, staffing, and programs of real estate-related functions – to include negotiation, consulting, and recommendations regarding leases, contracts, liability, purchases and sales of real property – for the County and department. Plans, manages, and supports acquisition of conservation and park land, right-of-way for maintenance and construction of infrastructure and public works projects, property sales, and condemnation via eminent domain. Provides planning and management for right-of-way transactions. Develops right-of-way acquisition schedules and budgets. Provides land acquisition information and support to numerous programs.

### DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two right of way-related job classifications within the Professional Support job family. This classification is distinguished from other classifications, requiring that requires both the technical knowledge and managerial skills. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Develop, budget, implement, oversee, administer and evaluate codes, specifications, strategic plans, policies and procedures for countywide programs, projects and issues related to right-of-way and overall real estate.
- Manage complex and complicated real estate transactions to ensure they are completed timely, in compliance with all legal requirements, and minimize liability for the County.
- Serve as liaison between County personnel and property owners, consultants, attorneys, and/or developers. Interface with elected officials, senior management, departments, divisions, and outside agencies or firms involving County real estate projects, programs, and/or transactions.
- Review, approve, make presentations and recommend action to elected officials and senior management on purchase agreements, property sales, counter-offers, and cash-flow projections for real estate programs.
- Coordinate and direct real estate staff in preparation and review of appraisals, technical reports, contracts, leases, purchases, sales, and documentation activities to ensure accurate and appropriate work production. Determine fair market value of real property; analyze and evaluate real estate appraisals for accuracy and soundness.
- Coordinate and complete programs and projects with County and private sector engineers, attorneys, property owners, and outside developers, to ensure execution of best practices and limited liability for the County.
- Negotiate on behalf of the County with property owners, private attorneys, agencies, company officials, and developers on price, terms, and contract provisions in complicated and complex real estate transactions.
- Represent the County and department at business meetings, conferences, seminars, panels, and committees.
- Prepare real estate and right-of-way reports, contracts, legal documents, correspondence, consultant agreements, written analysis, negotiations and counter-offers. Review, edit and approve real estate contracts and documents.
- Prepare annual budget, cash flow, and work plan. Assist in the development of long-range County plans for related programs and projects. Develop, review and recommend budget expenditures for County projects.
- Coordinate all departmental actions for real estate agreements and contracts related to leases, property purchases and sales, licenses, and condemnation proceedings to ensure compliance with County, legal, and regulatory guidelines. Provide guidance, review, analysis, and real estate legal and property development insight to County Attorney for support in condemnation cases.
- Provide land acquisition or disposition support, information, and guidelines to environmental professionals, transportation planners, engineers, County departments, and other agencies. Develop standard protocol for coordinating title curative issues, project analysis, and work-flow processes.
- Supervise support staff, evaluate staff job performance. Coordinate, prioritize, schedule & assign resources;

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Right of Way Program Manager

JOB CODE: 25518  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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authorize staff productive and non-productive work hours; orient and train staff.

- Perform other job-related duties as appropriate or assigned.
- ~~Manages, develops, implements, oversees, and administers projects, budgets, codes, specifications, strategic plans, policies and procedures for countywide programs, projects and issues. Develops and implements techniques for evaluating program activities. Identifies the need to revise program areas.~~
- ~~Supervises support staff, evaluates staff job performance and coordinates, prioritizes, schedules and assignments authorizes staff productive and non-productive work hours. Orients and trains staff.~~
- ~~Evaluates, analyzes, and provides written recommendations regarding right-of-way transactions.~~
- ~~Represents the department at business meetings, conferences, seminars, panels and committees.~~
- ~~Acts as liaison on right-of-way matters. Performs County, interlocal and code enforcement coordination. Advises County staff, citizens and other agencies and consultants on matters relevant to County programs and projects. Resolves problems.~~
- ~~Prepares right-of-way reports, contracts, legal documents, correspondence, consultant agreements, written analysis, negotiations and counter-offers. Reviews, edits and approves real estate contracts and documents.~~
- ~~Prepares annual budget, cash flow, and work plan. Assists in the development of long range County plan for related programs and projects. Develops, reviews and recommends budget expenditures for County projects.~~
- ~~Provides guidance, review, analysis, and real estate legal insight to County Attorney for support in condemnation cases.~~
- ~~Provides land acquisition support, information, and guides to transportation planners, engineers, County departments, and other agencies.~~
- ~~Performs other job-related duties as assigned.~~

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Finance, Real Estate or Public Administration or a directly related field applicable to real estate practices AND five (5) years experience in complex real estate-related activities acquisition, or related, including three (3) years for a government, and one two (12) years of mid-to-senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

#### **Preferred:**

~~Current State of Texas Real Estate License~~ Real Estate licensure by the Texas Real Estate Commission.

### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Federal and State real estate legal procedures, laws, and techniques for the acquisition of property.
- Acquisition of right-of-way under the threat of condemnation; applicable Federal and State laws, rules, regulations and guidelines related to real estate and right-of-way acquisition policies, procedures, processes, and requirements.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Right of Way Program Manager

JOB CODE: 25518  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/09

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- ~~Phases of right of way acquisition process.~~
- ~~State right of way acquisition policies and procedures.~~
- ~~State and Federal acquisition requirements.~~
- Eminent Domain laws and appraisal and development land planning theories, principles, practices, and techniques.
- ~~Land planning and appraisal techniques and guidelines.~~
- Real estate markets, research work, eminent domain procedures, deed and tract restrictions, easements, property descriptions, survey field notes and title curative procedures.
- Standard theory, principles, practices and techniques.
- Federal, State, and Local, and County standard legal practices and principles for public purchase of conservation preserve land. applicable laws, rules, regulations and guidelines.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and ~~a variety of other software packages.~~
- Business letter writing, grammar and punctuation, and report preparation.

### Skill in:

- Supervisory/management issues, including planning, motivating and managing teams.
- Analyzing and interpreting real estate valuation, appraisal theory and title issues.
- Advanced negotiation techniques and styles; particularly as related to Rreal estate negotiations and eminent domain law.
- Interacting with all levels of management, employees, multiple outside agencies, and outside contractors.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Accomplished Ppublic speaking and effective content delivery.
- BothAccurate, precise, persuasive, and advanced verbal and written communication.

### Ability to:

- Manage time well, perform and prioritize multiple tasks, organize and plan diverse activities, and manage regular interruptions.
- Meet deadlines and produce projects in a timely manner while working on several projects ~~at once~~ simultaneously.
- Work as a team member and leader within a highly diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums, ~~or~~ reports, and complex contracts.
- Establish and maintain effective working relationships with County employees and officials, engineers, representatives of outside agencies, and the general public.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving, standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Real Estate Division Manager

JOB CODE: 25XXX  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### JOB SUMMARY:

Oversees and directs the planning, budgeting, implementation, coordination, administration, and operation of activities, systems, projects, staffing, and programs of real estate-related functions – to include negotiation, consulting, and recommendations regarding leases, contracts, liability, purchases and sales of real property – for the County and department. Plans, manages, and supports acquisition of conservation and park land, right-of-way for maintenance and construction of infrastructure and public works projects, property sales, and condemnation via eminent domain.

### DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications, requiring both technical knowledge and managerial skills. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Develop, budget, implement, oversee, administer and evaluate codes, specifications, strategic plans, policies and procedures for countywide programs, projects and issues related to right-of-way and overall real estate.
- Manage complex and complicated real estate transactions to ensure they are completed timely, in compliance with all legal requirements, and minimize liability for the County.
- Serve as liaison between County personnel and property owners, consultants, attorneys, and/or developers. Interface with elected officials, senior management, departments, divisions, and outside agencies or firms involving County real estate projects, programs, and/or transactions.
- Review, approve, make presentations and recommend action to elected officials and senior management on purchase agreements, property sales, counter-offers, and cash-flow projections for real estate programs.
- Coordinate and direct real estate staff in preparation and review of appraisals, technical reports, contracts, leases, purchases, sales, and documentation activities to ensure accurate and appropriate work production. Determine fair market value of real property; analyze and evaluate real estate appraisals for accuracy and soundness.
- Coordinate and complete programs and projects with County and private sector engineers, attorneys, property owners, and outside developers, to ensure execution of best practices and limited liability for the County.
- Negotiate on behalf of the County with property owners, private attorneys, agencies, company officials, and developers on price, terms, and contract provisions in complicated and complex real estate transactions.
- Represent the County and department at business meetings, conferences, seminars, panels, and committees.
- Prepare real estate and right-of-way reports, contracts, legal documents, correspondence, consultant agreements, written analysis, negotiations and counter-offers. Review, edit and approve real estate contracts and documents.
- Prepare annual budget, cash flow, and work plan. Assist in the development of long-range County plans for related programs and projects. Develop, review and recommend budget expenditures for County projects.
- Coordinate all departmental actions for real estate agreements and contracts related to leases, property purchases and sales, licenses, and condemnation proceedings to ensure compliance with County, legal, and regulatory guidelines. Provide guidance, review, analysis, and real estate legal and property development insight to County Attorney for support in condemnation cases.
- Provide land acquisition or disposition support, information, and guidelines to environmental professionals, transportation planners, engineers, County departments, and other agencies. Develop standard protocol for coordinating title curative issues, project analysis, and work-flow processes.
- Supervise support staff, evaluate staff job performance. Coordinate, prioritize, schedule & assign resources; authorize staff productive and non-productive work hours; orient and train staff.
- Perform other job-related duties as appropriate or assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Real Estate Division Manager

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JOB CODE: 25XXX  
PAY GRADE: 25

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Business Administration, Finance, Real Estate or Public Administration or a directly related field applicable to real estate practices AND five (5) years experience in complex real estate-related activities, including three (3) years for a government, and two (2) years of senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

#### **Preferred:**

Real Estate licensure by the Texas Real Estate Commission.

### MINIMUM REQUIREMENTS: (Cont.)

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Federal and State real estate legal procedures, laws, and techniques for the acquisition of property.
- Acquisition of right-of-way under the threat of condemnation; applicable Federal and State laws, rules, regulations and guidelines related to real estate and right-of-way acquisition policies, procedures, processes, and requirements.
- Eminent Domain laws and appraisal and development land planning theory, principles, practices, and techniques.
- Real estate markets, research work, eminent domain procedures, deed and tract restrictions, easements, property descriptions, survey field notes and title curative procedures.
- Standard theory, principles, practices and techniques.
- Federal, State, and Local standard legal practices and principles for public purchase of conservation preserve land..
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and other software.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Supervisory/management issues, including planning, motivating and managing teams.
- Analyzing and interpreting real estate valuation, appraisal theory and title issues.
- Advanced negotiation techniques and styles; particularly as related to real and eminent domain law..
- Interacting with all levels of management, employees, multiple outside agencies, and outside contractors.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Accomplished public speaking and effective content delivery.
- Accurate, precise, persuasive, and advanced verbal and written communication.

##### **Ability to:**

- Manage time well, perform and prioritize multiple tasks, organize and plan diverse activities, and manage regular interruptions.
- Meet deadlines and produce projects in a timely manner while working on several projects simultaneously.
- Work as a team member and leader within a highly diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums, reports, and complex contracts.
- Establish and maintain effective working relationships with County employees and officials, engineers, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Real Estate Division Manager**

**JOB CODE:** 25XXX  
**PAY GRADE:** 25

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving, standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**



# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Assistant Public Works Director**

**JOB CODE:** 29XXX  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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**JOB SUMMARY:**

Under the direction and Professional Engineer license of the Public Works Director, assists in planning, organizing, reviewing and evaluating activities, functions and operations of the Capital Improvements Program (CIP), OR the Road and Bridge Maintenance (RM) and Traffic Program.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Senior Management/Middle Management job family. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Uses a strategic planning process in support of the annual work plan to organize, review and evaluate the activities, functions and operations of the assigned Program, including project management, survey and construction inspection, and leadership to an interdisciplinary group of professional level managers, technical and administrative staff for the assigned Program.
- Directs, develops and monitors policies and operating procedures directly related to program area. Implements, communicates and effectively uses resources and departments, agencies and organizations to accomplish goals and objectives of the department and division. Responsible for development of processes and maintaining day-to-day operations for budget and fiscal operations, capital and human resources. Develops and deploys management systems that optimize resource utilization.
- Determines staffing requirements and makes recommendations for hiring accordingly.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. May negotiate with private professional consultant firms for outsourcing work.
- Develops, manages and controls division's work programs, schedules, budgets and personnel. Plans future budgetary requirements for the Program. Purchases, monitors and maintains fixed assets common to the Program. Evaluates and reports on Program performance. Prepares process analyses and uses statistical process controls to continually improve quality of processes and output.
- Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, Commissioners Court and the department.
- Develops and monitors policies and operating procedures related to the Program. Implements, communicates and effectively utilizes department policies and procedures. Coordinates with other division directors, departments, agencies and organizations to accomplish division/department goals and objectives.
- Negotiates and oversees service contracts and supplemental agreements and services assuring financial integrity.
- Analyzes division program initiatives, determines strategies, prioritizes implementation and ensures high quality delivery through appropriate tracking and feedback processes. Defines, prioritizes, schedules and monitors multiple operations projects, developing and maintaining comprehensive project plans/schedules. Reviews and analyzes annual contract deliverables. Develops project resource strategies, allocating budget, staff, and tools necessary for implementation of projects. Reports metrics and service deliverables to ensure quality and satisfaction.
- Supervises professional, technical and administrative support staff, evaluates staff job performance. Coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances and complaints.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Assistant Public Works Director

JOB CODE: 29XXX

PAY GRADE: 29

FLSA STATUS: Exempt

LAST REVISED: 10/01/12

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### DUTIES AND RESPONSIBILITIES (Cont.)

- Serves as liaison with State and Federal authorities and other Local organizations to ensure coordination. Serves as key liaison between TNR Assistant Director, County Executive, Commissioners Court and operations staff. Works with peers from across the County on common issues. Develops relationships with professional organizations, peer groups and industry trade groups to stay current on practices.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Civil Engineering AND seven (7) years of directly related, increasingly responsible senior level management experience, including four (4) years of mid- to senior level supervisory/management or project management experience.

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

Incumbents to CIP position must be licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

Valid Texas Driver's License.

#### Preferred:

Master's degree in Civil engineering or a directly related field.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Standard management theory, principles, practices, and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State, Federal, County and Local regulatory or administrative requirements and practices.
- Principles and practices, programs, systems, methods and techniques of municipal public works, including planning, design, construction, operation and maintenance.
- Technical, legal, financial and public relation problems involved in the conduct of a municipal public works program.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Theory, principles, practices and methods of state and local public engineering, construction, street maintenance and contract administration.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searches.
- Computer equipment to include word processing, windows, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Improving seamless customer service delivery.
- Building and maintaining strong relationships with the community, employees and other agencies.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Assistant Public Works Director

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JOB CODE: 29XXX  
PAY GRADE: 29

FLSA STATUS: Exempt  
LAST REVISED: 10/01/12

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### Education and Experience: (Cont.)

#### Skill in: (Cont.)

- Analyzing and evaluating complex data and reports.
- Contract compliance and dispute resolution.
- Supervisory principles, practices and techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Work design, time management, facilitation and managing budgets.
- Resolving leadership/management issues, including planning and managing teams.
- Planning and coordinating work activities.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Problem-solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

#### Ability to:

- Work independently or as a team member within a diverse organization.
- Plan, organize, prioritize needs, develop and implement plans of action, and effectively direct programs.
- Coach, mentor and motivate staff.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of professional, technical and support staff members.
- Read and understand basic legal documents.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Exercise sound judgment and make decisions even where there is uncertainty.
- Manage time well, work on a wide variety of tasks simultaneously, organize diverse activities, and produce timely and tangible results
- Anticipate future requirements, and research and analyze emerging programs.
- Conduct and prepare feasibility studies.
- Develop proposals including estimates for resource usage.
- Respond to inquiries from customers, regulatory agencies, or members of the professional community.
- Perform in a fast-paced and stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Assistant Public Works Director**

**JOB CODE:** 29XXX  
**PAY GRADE:** 29

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/12

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This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.