



TRAVIS COUNTY

in Austin Texas

Is Seeking A County Executive of Operations Management

THE POSITION

The **C**ounty **E**xecutive of **O**perations **M**anagement (CEOM) serves under the general policy direction of, and is the chief liaison to the Travis County Commissioners Court. This position requires expertise and skill in directing a broad range of operations, including Facilities Management, Human Resources Management, and Communications and Records Services departments. Works collaboratively with other County Executives to achieve the goals and objectives of the Commissioners Court, and provide demand-responsive support to the Commissioners Court and the County Departments served.

The successful candidate will possess* a Bachelor's or Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas assigned and eight (8) years significant professional management and leadership experience in position(s) of similar scope.

*See job posting for a detailed description of this position, including Minimum Requirements.



MISSION

For the people of Travis County, our mission is to:

- Preserve health
- Provide a safety net for the needy
- Ensure the public safety
- Facilitate the resolution of disputes
- Foster an efficient transportation system
- Promote recreational opportunities
- Manage County resources in order to meet the changing needs of the community in an effective manner



THE COUNTY

Like other Texas counties, Travis County is governed by a Commissioners' Court composed of the county judge and four county commissioners. The court levies county taxes and sets the budgets for county officials and agencies. The judge and commissioners are elected for four-year terms (the judge at-large, and the commissioners from geographic precincts).

To learn more about Travis County go to:

www.traviscountytx.gov

EXCITING OPPORTUNITY

Travis County is seeking a successful individual with a proven track record of quickly and effectively assessing, acclimating and contributing to an organization's success.

THE COMMUNITY

With an estimated population of 1,151,145, Travis County is located in Central Texas, 150 miles inland from the Gulf of Mexico, and seventy-five miles northeast of San Antonio. Comprised of 990 square miles of breathtaking, rolling terrain of limestone bluffs, springs, rivers and lakes, the County's temperate climate is ideal for year-round jogging, cycling, hiking or swimming at one of the area's many natural and manmade swimming pools.

Austin— the state capital as well as the county seat— is a vibrant and dynamic city that tops numerous lists for business, entertainment and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and is #1 on the "On Numbers Economic Index" as the fastest growing economy.

Austin, the Live Music Capital of the World, boasts a wide range of events from music concerts, food festivals and sports competitions to museum displays, to exhibits and family-friendly activities. There are a number of excellent golf courses in the area as well as endless opportunities for rowing, kayaking, canoeing, camping, rock climbing, disk golf, mountain biking, fishing and more.

In addition, the County is the home of the state's flagship university, the University of Texas at Austin, as well as other institutions of higher education such as St. Edward's University, Huston Tillotson University, and Austin Community College. Travis County's largest employers include local, state and federal government, an institution of higher education, popular grocers and retailers, residential real estate, insurance, high tech, media and communication, and healthcare companies.



Summary of Duties

NOTE: Please refer to the job posting for a more detailed description

- Develops, reviews and makes recommendations on critical issues, initiatives, new policies and changes to existing policies
- Management oversight for multiple departments, through department directors
- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other governmental agencies, and ensures excellent customer service to supported departments
- Plans for future services and budgetary requirements
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens
- Short range and long range planning, both within the assigned functional areas, and as a member of the Executive Management Team
- Presents technical information to Commissioners Court, and various diverse audiences
- Cultivates partnerships with others within and outside the organization to provide infrastructure, conducting needs assessments to monitor and improve customer service delivery
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Collaborates on a regular basis with local policy makers to ensure consistency of plans and projections with local standards, legislative mandates and community expectations



AREAS OF RESPONSIBILITY

The functions of the three departments for which the CEOM is responsible include:

The Facilities Management Department (FMD):

A seasoned, interdisciplinary, collaborative team of design and construction industry professionals partnered with skilled facility operations and maintenance technicians that manage and provide professional services for project management, planning, design, construction, maintenance, operations and leases to meet economic and functional needs of Travis County.

FMD takes building projects from conception through planning, design, and construction with inspired creative solutions for high quality facilities. FMD integrates sustainable practices into the design, construction and operation of the County's facilities. Over just the past 10 years FMD has successfully managed over 260 new construction and renovation projects. FMD currently manages operations of facilities totaling 2,214,681 square feet and includes 65 buildings.

The Communications and Records Services (CARS):

A department that provides services and resources including the County's public law libraries; TCTV channel 17 television station; internal print and mail services; imaging, storage, and destruction of county records; internal copier and office equipment repair; coordination of the county's policy manual; and the public information booth in the courthouse which provides notary services, handles telephone and in-person inquiries for county office locations, phone numbers, and basic information on county services.

In addition, The Archives, a division of the CARS, seeks to document the functions and activities of the Travis County government, support the conduct of the government by preserving and providing access to essential county records, and maintain the history of the county and its community through the preservation of records with historical value.

The Human Resources Management Department (HRMD):

Partners with county departments, providing support by professional human resources staff to recruit and retain a competitive, qualified, motivated and diverse workforce, and promote a safe and positive work environment. Divisions include:

- ◆ Benefits
- ◆ Compensation
- ◆ Staffing & Recruitment
- ◆ Organizational Development
- ◆ Risk & Safety
- ◆ Employee Wellness Clinic
- ◆ Human Resources Information Systems (HRIS)

HRMD serves the taxpayers by focusing efforts on the County's most valuable asset, its employees.

THE IDEAL CANDIDATE

In addition to the foregoing requirements, the ideal candidate is one who recognizes and respects the needs of those served, both internally (within the County organization) and externally (with the general public, constituents and other agencies), while successfully managing competing priorities of the departments assigned to this position, and constantly striving to deliver services in an innovative, efficient, effective and user-friendly manner. Incumbent's focus will be predominantly serving needs of county employees, requiring them to build good rapport, as well as effective relationships with those served.

The successful candidate will also possess the following professional qualities:

- ◆ Understanding of County Government Structure and Operations (particularly the decentralized nature of Travis County)
- ◆ Flexible – Able to Serve Entire Commissioners Court (five members – Judge and four Commissioners) as well as departments and offices
- ◆ Excellent Presentation Skills - Able to Communicate Complex Material/Information in Easy to Understand Fashion
- ◆ Change Leader / Forward-Thinking
- ◆ Team Player
- ◆ Track Record of Success
- ◆ Relationship Builder - Peers/ Staff/Stakeholders
- ◆ Motivating
- ◆ Inspiring
- ◆ Strong Communicator – Verbal and Written
- ◆ Politically Savvy

As well as the following personal attributes:

- ◆ Inspirational Leader
- ◆ Strategic
- ◆ Collaborative
- ◆ Cooperative
- ◆ Persuasive
- ◆ Objective
- ◆ Customer-focused
- ◆ Goal/Vision-focused
- ◆ Innovative
- ◆ Inclusive
- ◆ Cost-Conscious
- ◆ Honest
- ◆ Collaborative
- ◆ Dependable
- ◆ Resilient
- ◆ Proactive
- ◆ Resourceful
- ◆ Responsible
- ◆ Tactful
- ◆ Diplomatic

COMPENSATION & BENEFITS

Compensation is \$125,230.14 - \$162,799.19 annually, commensurate with experience.

The County also offers an attractive benefit package, which includes Retirement, Medical, Dental and Vision, Vacation, Holidays and more. To see a comprehensive description of benefits go to:

www.traviscountytexas.gov/human-resources/jobs/benefits



APPLICATION AND SELECTION PROCEDURE

Final filing date **December 31, 2016**. To be considered for this exceptional opportunity, please immediately apply at the [Travis County Jobs website](http://www.traviscountytexas.gov/jobs).

SPECIAL REQUIREMENTS: To be considered, candidates must complete the online application in its entirety, attach a cover letter, including indication of current salary, list of five (5) work-related references (who will not be contacted without prior notice), explanation of any gaps in employment, and a resume that reflects both months and years of beginning/ending dates of positions held, and the size of staff and budgets you have managed—your resume will not be accepted in lieu of the application.

Selection Process—Application and required attachments will be screened in relation to the criteria outlined in this brochure and the detailed description for this position. The most highly qualified candidates will be contacted for further screening, and a select few will be invited to participate in panel interviews. The County anticipates making an appointment to the position following final interviews with the County Executive management team and Commissioners, and the completion of reference and background checks to be coordinated with the successful candidate.

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