



Position Description

The Chief of Staff for Commissioner Dexter L. McCoy will work closely with office staff and external partners to complete the policy initiatives set for by Commissioner McCoy. The Chief of Staff will facilitate with county departments, cities, townships, and other relevant organizations to serve the residents of Precinct 4. The Chief of Staff will have the necessary knowledge of Fort Bend County, policy experience, and a willingness to place service above self.

Function and Duties:

- Oversee office staff including management of day-to-day operations, payroll, purchase orders, time sheets and vacation schedules
- Manage partnerships between the Commissioner's office and external partners
- Manage initiatives including cross-functional collaboration across county departments
- Manage large county initiatives including meeting deadlines and contract specifications
- Serve as subject matter expert on all county-related operations and initiatives
- Design, execute, and track strategy to advance policy initiatives
- Serve as community liaison for the commissioner and as an official representative of Fort Bend County, including as media contact in absence of the Commissioner
- Oversee constituent services case management with relevant staff, ensuring timely issue resolution
- Participate in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers

Preferred Skills

- Ability to develop new initiatives that serve to the benefit of Precinct 4 residents
- Demonstrate an understanding of Fort Bend departments and their roles
- Command of project management tools
- Willingness to take on new initiatives as assigned by the Commissioner

Experience and Education:

- Undergraduate degree from an accredited college/university (*graduate degree preferred*)
- Minimum of seven (7) years of relevant experience in municipal policy, or advocacy-related positions
 - *A graduate degree will be accepted for two (2) years of experience*

Salary:

- Commensurate with experience

Required Attachments:

- Resume/CV
- Cover Letter

Location:

- Fort Bend County, Texas

The Commissioner-Elect McCoy Transition Team will facilitate all correspondence and interviews.