



Position Description

The Project Manager (Policy & Constituent Engagement) for Commissioner Dexter L. McCoy will manage policy, legislative affairs, and constituent services for the residents of Precinct 4. In collaboration with the Chief of Staff, the Project Manager will ensure the advancement of the County's legislative priorities as designed based on defined needs of the community. The Project Manager will oversee constituent case management and support relevant departments in addressing gaps in access to critical county resources.

Function and Duties:

- Work directly with community stakeholders on policy and seek resources to address a variety of issues
- Serve as point of contact for the community by tracking and responding to casework correspondence, meeting with constituents and tracking constituent calls, letters, and on-line correspondence
- Provide follow-up and respond to constituent needs
- Identify constituent trends and patterns and report those patterns to make recommendations for improvements where needed
- Analyze and report outcomes and trends across the precinct and recommend areas for service improvement
- Act as legislative liaison for federal, state, and local policy needs, including seeking grant support
- Plan and manage community engagement activities, working with appropriate County offices to bring resources to the community and building participation in the community

Preferred Skills

- Command of Project Management tools
- Effective verbal and written communications skills
- Exceptional customer service

Experience and Education:

- Bachelor's degree in Social Work, Counseling, Sociology, Psychology, Public Policy, or related field of study from an accredited college/university
- Minimum of five (5) years of experience in case management, policy, community engagement, or outreach
 - *A graduate degree will be acceptable 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.