



### **Position Description**

The Administrative Manager for Commissioner Dexter L. McCoy will oversee office operations including scheduling, constituent communications, and workflow management. The Administrative Manager will work closely with Commissioner McCoy and the Chief of Staff to manage office operations, including budgeting, supply management, preparation of staff briefing materials, and coordination of employee travel.

### **Function and Duties:**

- Develop and manage scheduling workflows, coordinating with external stakeholders and assigning meetings to relevant staff
- Maintain constituent management system, tracking all incoming requests, responding to correspondence and calls, to ensure appropriate resolution and follow-up
- Manage the Commissioners calendar, ensuring the most efficient use of the Commissioner and Office's time to achieve mission
- Manage training and reporting compliance, ensuring the Commissioner is aware of statutory obligations
- Assist staff in coordinations of community events and public engagement, ensuring appropriate scheduling, preparation and logistical needs are cared for
- Arrange, track, and manage all staff travel, ensuring appropriate budgeting and accommodations
- Manage all office records, following appropriate filing conventions and procedures
- Manage public information requests for records related to the Commissioner's office, communicating with appropriate stakeholders to ensure compliance

### **Preferred Skills**

- Proficient with Microsoft Office and Adobe Professional tools
- Effective verbal and written communications skills
- Exceptional customer service

### **Experience and Education:**

- Undergraduate degree from an accredited college/university
- Minimum of five (5) years of relevant experience in administration, operations, or related field
- Registered Notary Public preferred
- Fluency in Spanish preferred

### **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.