



## OFFICE OF COURT ADMINISTRATION

Megan LaVoie  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** June 16, 2022

**Closing Date:** Until Filled

**Job Listing Identification Number:** 15358813

**State Class. No. and PayGroup:** B28/1622

**State Job Title:** Director III

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Communications Director

**Location:** Austin, TX

**Monthly Salary Range:** \$8,750.00 - \$10,000.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 20%  No

#### Job Description:

Performs advanced (senior-level) managerial work providing direction and guidance in providing communication on behalf of the Office of Court Administration. Work involves establishing the strategic plan and goals and objectives, developing communication policies, procedures, and provides specific communications guidelines; establishes priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities and/or business functions; and reviewing and approving budgets within the Communications division. Supervises the work of others. Works under minimal supervision, with the extensive latitude for the use of initiative and independent judgment.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in marketing, public relations, communications, journalism, public administration, business administration, or a closely related field.
- Four years of progressively responsible public affairs, communication, public information, community outreach or intergovernmental relations experience.
- Knowledge of state government processes and state government communication and administration.
- Experience and education may be substituted for one another.

#### Preferred Qualifications:

- Graduation from an accredited four-year college or university.
- Experience providing communication directives and/or support to an agency/company.
- Experience and/or knowledge of the Texas judicial system.
- Experience overseeing and building successful teams.
- Experience analyzing and evaluating data.

### Essential Job Functions:

- Serves as the Communications Director for the agency, providing both creative and strategic initiatives for the communications team.
- Works closely with the Administrative Director, as well as other executive staff in determining communication priorities, goals, and initiatives.
- Responsible for all agency-related social media content and creating and developing the agency brand.
- Serves as the Communication Liaison with other governmental agencies and legislative offices.
- Directs the development, layout, publication, distribution and updating of a wide range of internal and external publications, including press releases, op-ed articles, speeches, newsletter articles, annual reports, legislative updates, brochures, fact sheets, and other informational materials.
- Oversees the publication of the agency's newsletter.
- Evaluates communication practices and programs and provides input into developing and revising communication policies, procedures, standards, and methods.
- May assist the Government Relations Director and/or the Administrative Director with compliance for presentations in a variety of settings including public meetings, legislative hearings, classrooms, public events, and community groups.
- Makes presentations in a variety of settings including public meetings, legislative hearings, classrooms, public events, and community groups.
- Performs related work as assigned.

### Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.

### Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

8003, 8040, 10C0, 20C0, 91C0, 97E0

Additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### To Apply:

**All applications for employment with the Office of Court Administration must be submitted electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com).** Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.