



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: June 16, 2022

Closing Date: Until Filled

Job Listing Identification Number: 15358830

State Class. No. and PayGroup: B29/1623

State Job Title: Director IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Government Relations Director

Location: Austin, TX

Monthly Salary Range: \$11,666.67 - \$13,021.33

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 20% No

Job Description:

Performs highly advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic Government Relations plan and goals and objectives; developing policies, procedures, and guidelines; establishing 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 a department or division. Plans, assigns, and supervises the work of agency staff assigned to provide staff support to the Texas Judicial Council. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement.

Minimum Qualifications:

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

Preferred Qualifications:

- Graduation from an accredited law school
- Experience providing Governmental or Legislative support.
- 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 director of Government Relations for the agency.
- Coordinates work with other governmental agencies and legislative offices.
- Directs and participates in facilitating and enhancing two-way communication between the agency and its multiple stakeholders.
- Assists the Administrative Director with agency activities related to the legislative session, including attending legislative hearings and meetings with legislators, legislative staff, and other legislative liaisons.
- Provides expert professional assistance and guidance to judicial officers, executives, managers and staff on public affairs, government relations and community outreach matters.
- Evaluates governmental practices and programs and provides input into developing and revising governmental policies, procedures, standards, and methods.
- Advises other agency and judicial personnel on responding to legislative requests as appropriate.
- May serve as liaison to other agencies as it relates to governmental or legislative activities.
- 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

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through 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.