



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: 10/19/2022

Job Listing Identification Number: 15627266

State Job Title: Director III

Agency Job Title: Communications Director

Monthly Salary: \$8,750.00 - \$10,833.34

Remarks: Salary commensurate with experience.

Closing Date: Until Filled

State Class. No. and Pay Group: 1622/B28

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: 20% Yes No

Job Description:

Performs advanced (senior-level) managerial work providing direction and guidance in communicating on behalf of the Office of Court Administration and the Texas Judiciary. Work involves establishing, managing, and implementing effective communication across a range of mechanisms to provide timely, accurate, and understandable information; establishing strategic plans and goals and objectives; establishes priorities, standards, and measurement tools for determining progress in meeting goals while collaborating with internal and external stakeholders. Supervises the work of others. Works under minimal supervision, with the extensive latitude for the use of initiative and independent judgment.

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.
- Serves as the Communication Liaison with other governmental agencies and community partners including but not limited to Legislative members, media, and the public.
- Plan, develop, and implement content, communication, and social media strategy for internal and external communications, including the agency newsletter and multiple digital and traditional mediums.
- Oversee all brand social media activities that include social media planning, automation, advertising, content creation, publishing, engagement, and analytics.
- Work closely with data teams and other agency divisions and partners to strategically and tactically integrate messages across multiple channels.
- Responsible for all agency-related video and graphics content.
- 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.

- Evaluates communication practices and programs and provides input into developing and revising communication policies, procedures, standards, and methods.
- Makes presentations in a variety of settings and may assist the Government Relations Director and/or the Administrative Director with presentations including public meetings, legislative hearings, classrooms, public events, and community groups.
- Performs related work as assigned.

Minimum Qualifications:

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

Preferred Qualifications:

- Experience providing communication directives and/or support to an agency/company.
- Experience of the Texas Judicial System.
- Experience overseeing and building successful teams.
- Experience analyzing and evaluating data.
- Experience in creating social media content including videos, graphics, and reels.

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. There is no military equivalent crosswalk for this position. However, 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 can be submitted electronically through www.WorkinTexas.com. Interested candidates may also submit a completed state of Texas application by email to OCACareers@txcourts.gov. 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.

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.