



DENTON COUNTY
invites applications for the position of:

Chief Administrator - Commissioner, Pct #4

SALARY: \$32.97 - \$38.25 Hourly
\$2,637.62 - \$3,059.62 Biweekly
\$68,578.00 - \$79,550.00 Annually

OPENING DATE: 09/01/22

CLOSING DATE: 09/07/22 05:00 PM

DESCRIPTION:

The Chief Administrator performs technical research and analysis to provide the commissioner with pertinent information regarding various County programs, policies, initiatives, economic development, and other issues. This position is responsible for planning, organizing, and representing the elected official in multiple and varied settings.

EXAMPLES OF DUTIES:

Acts as liaison to other departments and staff within the county, other governmental agencies, and the public.

Collects and analyzes data; prepares reports, correspondence, plans of action, press releases, and presentations as necessary; collects and prepares miscellaneous informational materials.

Prepares and maintains files and data collected on various issues and topics pertinent to County programs.

Organizes complaints about county maintained property; directs the drafting of inter-local agreements with other agencies and municipalities regarding repair and maintenance.

Maintains and implements various county budgets; monitors expenditures to ensure payments are made from proper accounts.

Oversees economic development for the Commissioner's precinct; works with municipalities, county offices, and corporations regarding tax incentives, rebates, and economic development agreements.

Attends meetings and represents elected official at county departments, boards, commissions, and programs.

Coordinates placement of agenda items for Commissioners Court.

Performs a variety of clerical duties including filing, answering phone calls, maintaining the office calendar, responding to inquiries, and copying and faxing documents, as necessary.

Plans ceremonies and other events as necessary.

Composes and prepares memos, correspondence, reports, emails, data bases, graphs, and charts.

Sets up appointments and meets with department heads, administrators, elected officials, boards and commissions, community leaders, and constituents.

Performs and provides expert advice on office administrative procedures including implementation of policies and procedures and administering budgets, purchasing, and payroll.

Assists and oversees coordinators of research and preparation of personnel issues including recruiting, interviewing, training, assigning, scheduling and granting leave; interviews, advises, and reviews new employee applications for civilian positions; researches background material as needed.

Maintains a variety of supervisory rosters and employee records.

Oversees, maintains, and orders inventory, supplies, and equipment as necessary; oversees purchasing process.

Supervises, oversees, and approves payroll and timesheets; monitors procedures and distributes payroll to other divisions as necessary.

Regular and punctual attendance is required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in a related field and minimum two years of experience in a related field; or an equivalent combination of education and related experience required.

Possession of a valid driver's license. Must be able to obtain a State of Texas driver's license within 90 days.

SUPPLEMENTAL INFORMATION:

To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://dentoncounty.gov/jobs>

1 Courthouse Dr
Denton, TX 76208
940-349-3080

Jobs@DentonCounty.gov

Position #22-220-I
CHIEF ADMINISTRATOR - COMMISSIONER, PCT #4
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Chief Administrator - Commissioner, Pct #4 Supplemental Questionnaire

- * 1. Failure to accept the acknowledgement statement below can result in your employment application being rejected for failure to meet the minimum qualifications as stated in the job posting. Your application for this employment opportunity will not be reconsidered if you fail to abide by the statements below. **COMPLETED APPLICATION ACKNOWLEDGEMENT: I hereby acknowledge that I must complete ALL sections of the employment application, to include the supplemental questions. I understand that failure to enter all relevant work experience in the work history section of the application will result in the rejection of my employment application. I understand that to knowingly make or cause to be made any false statement, omission, or misrepresentation of a material fact in any application, and/or its supplemental questions, shall be grounds for termination. I also understand that I must provide at least THREE references in the "REFERENCES" section of the application. Furthermore, I acknowledge that Denton County does NOT accept resumes in lieu of completed applications. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.**
- * 2. Please indicate the highest level of education obtained:
- ☐ No High School Diploma or GED
 - ☐ General Equivalency Diploma
 - ☐ High School Diploma
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Juris Doctorate
 - ☐ PHD
 - ☐ Medical Doctor
- * 3. How many credit hours have you earned at an accredited college or university? This should include hours earned from completion of a degree, hours earned towards a degree, and/or hours earned but not in conjunction with a degree.
- ☐ No College Credit - 14 Credit Hours
 - ☐ 15-29 Credit Hours
 - ☐ 30-44 Credit Hours
 - ☐ 45-59 Credit Hours
 - ☐ 60-89 Credit Hours
 - ☐ 90-119 Credit Hours
 - ☐ 120-149 Credit Hours
 - ☐ 150-179 Credit Hours
 - ☐ 180-209 Credit Hours
 - ☐ 210-239 Credit Hours
 - ☐ 240-269 Credit Hours
 - ☐ 270-299 Credit Hours
 - ☐ 300-329 Credit Hours
 - ☐ 330-359 Credit Hours
 - ☐ 360-389 Credit Hours
 - ☐ 390 Credit Hours or more
- * 4. I acknowledge that I must provide the Denton County Human Resources Department with an OFFICIAL transcript confirming hours completed as indicated in the question above, should an employment opportunity be offered and accepted. Please enter your

initials and today's date as acknowledgement. If you did not indicate completion of credit hours, please enter N/A.

- * 5. Please select the years of full-time experience you have as an administrative assistant, clerical or data entry support, including using general office procedures and computers at your workplace: **NOTE: YOU MUST COMPLETE THE WORK HISTORY SECTION OF THE EMPLOYMENT APPLICATION TO INCLUDE THE VERIFIABLE FULL-TIME EQUIVALENT YEARS OF EXPERIENCE AS INDICATED OR BE DISQUALIFIED.**
- ☐ Less Than 6 Months
 - ☐ At least 6 Months, but less than 1 Year
 - ☐ 1 Year
 - ☐ At least 1 Year 6 months, but less than 2 years
 - ☐ 2 Years
 - ☐ 3 Years
 - ☐ 4 Years
 - ☐ 5 Years
 - ☐ 6 Years
 - ☐ 7 Years
 - ☐ 8 Years
 - ☐ 9 Years
 - ☐ 10 Years
 - ☐ 11 Years
 - ☐ 12 Years
 - ☐ 13 Years
 - ☐ 14 Years
 - ☐ 15 Years or more
- * 6. Do you possess a valid driver's license?
- ☐ Yes
 - ☐ No
- * 7. Should you be selected for an interview, you will receive a phone call or email with all the necessary information for scheduling and attending your interview. Please see the acknowledgement below. Failure to accept the acknowledgement statement below can delay the processing of your application. By acknowledging the statement you understand you are responsible for checking your phone messages and email address (provided during online application registration) for information pertaining to potential interviews for this job posting. To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list. **INTERVIEW ACKNOWLEDGEMENT: I hereby acknowledge that all interviews for this vacancy, will be communicated via phone or email.** Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please enter N/A.
- * 8. **I understand that no employment contract either expressed or implied is created should I be hired by Denton County. I understand that I will be required to pass a drug/alcohol and/or physical examination prior to employment. I also understand that if I am a new employee, I will be required to complete a six (6) month probationary period. I give my consent to Denton County to conduct a background investigation to include: contacting any current and/or previous institutional employers, reference checks, criminal searches and verification of credentials. Please enter your initials and today's date as acceptance of this acknowledgement. If you do not accept this acknowledgement, please understand that your application will be rejected.**

* Required Question