



# Victoria County, TX

## POSITION PROFILE

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<b><u>Position Title:</u></b>	Chief of Staff	<b><u>Effective Date:</u></b>	April 2025
<b><u>Department:</u></b>	County Judge	<b><u>Division:</u></b>	County Judge
<b><u>Accountable to:</u></b>	County Judge	<b><u>Status:</u></b>	Exempt

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### **PRIMARY OBJECTIVES**

This position exercises considerable discretion and autonomy in implementing directives, priorities, policies, and objectives of the County Judge and/or Commissioners' Court; facilitates and administers the annual budget process in compliance with the Local Government Code, is responsible for budget oversight and analysis, and facilitates organizational communication and countywide administrative projects; in absence of a county administrator, ensuring the success of the County Judge, Commissioners Court, and acts as a resource for all county departments.

This is a highly visible position both internally and with external stakeholders, with communications, public relations, digital media management, and administrative support and oversight being major elements of the duties assigned.

Work requires expert writing and communication skills, including the ability to take complex and abstract issues and distill them into simple-to-understand explanations. Additionally, knowledge of county government, project management, and in-depth analysis of Commissioners Court decisions are required. This position works directly with internal county offices and departments, as well as outside agencies, organizations, governmental entities, and the general public.

### **Supervision Received**

Work involves setting policies and goals under the direction of the County Judge.

### **Supervision Exercised**

Supervision is exercised over subordinate personnel.

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### **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Provides oversight of and direction to the Commissioners' Court Administrative Assistant, Projects & Planning Assistant, Procurement Specialist, Heritage Director, Veteran Services Officer, Elections Administrator, and other departments as directed.
2. Delegates projects and tasks to the appropriate departments, provides support, and holds them accountable for the results in an effort to accomplish program and departmental objectives.
3. Works with Human Resources and the Commissioners' Court in developing and implementing personnel, benefits, and incentive/recognition policies.
4. Develop and maintain strong working relationships with county offices and departments, other governmental entities, and community stakeholders.
5. Facilitates organizational communication throughout the county and with the public.

6. Serves in the role of Public Information Officer (PIO) during emergencies and as needed, with the following duties:
  - a. Manages digital media for the County Judge’s Office
  - b. Creates and develops educational/informational content for social media efforts
  - c. Draft press releases, emails, memos, letters, proclamations, resolutions, etc.
  - d. Monitors local news and events for impact on Victoria County
  - e. Serves as an informed resource to stakeholders
7. Facilitates strategic planning and initiatives for the Commissioners Court.
8. Facilitates budget review, preparation, management, and planning.
9. Works with the Grant Administrator and Departments in identifying resource needs and grant funding opportunities.
10. Coordinates personnel activities with various departments and outside agencies and organizations
11. Prepares and presents reports and other necessary correspondence.
12. Conducts organizational reviews and recommends modifications to county departments, programs, personnel, policies, and procedures as appropriate.
13. Serves as a liaison for the County Judge and/or Commissioners’ Court on various boards, projects, and activities.
14. Performs other duties as assigned. *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**MINIMUM QUALIFICATIONS**

- Valid Texas Driver’s License
- Bachelor's degree in Public Administration, Communications, or other related field; and
- Extensive (Over 5 years) experience required.

**COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the following competencies.

- Personnel Management and Oversight.
- Customer/Client Focus.
- Communication Proficiency.
- Problem Solving/Analysis.
- Project Management.

**WORKING CONDITIONS**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

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- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.

- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Seldom or never
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online at <https://www.vctx.org/page/employment>.**

**Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901**