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## **Job Description: Texas Conference of Urban Counties Policy Director**

The Policy Director is responsible for pursuing the policy positions and actively advocating on behalf of the Texas Conference of Urban Counties with the Texas Legislature and state agencies, and serves as the association's primary point of contact on policy matters. The Policy Director is also responsible for identifying various external and internal factors that could impact the functioning of county governments and developing strategic plans to address those impacts. The Policy Director is responsible for interacting and coordinating with various county staff, legislators, state agencies, and other entities to address county issues including, for example, taxation and revenue; criminal and juvenile justice; health and human services; transportation; and general county government organization and administration.

The Policy Director leads social media endeavors to complement advocacy activities, and plans education events for member county officials. The Policy Director supervises the efforts of policy staff. The Policy Director reports to the Executive Director.

The Policy Director will be self-motivated, professional, and possess the skills, experience, and enthusiasm to lead the association's policy and intergovernmental relations program. Strong writing and verbal communication skills are critical.

### **Responsibilities:**

#### ***Policy:***

- Lead the policy and intergovernmental relations program of the association, utilizing and coordinating all available resources to promote the legislative positions of the association and to identify legislation and state agency activities impacting member counties;
- Serve as a contact between the association and state elected officials and staff in Austin, and state agency personnel;
- Supervise and coordinate work of policy staff;
- Acts as the primary contact between the association and relevant staff leaders of member counties and allied groups to coordinate the association's involvement in state policy and legislative coalitions. Work collaboratively with intergovernmental representatives from member counties;
- Draft legislative proposals;
- Communicate directly with legislators and legislative staff regarding proposed legislation;
- Provide testimony to legislative committees;
- Work closely with the Executive Director / General Counsel in determining specific strategies and in drafting legislative proposals;

- Work with the Vice-Chairman of the Policy Committee to arrange and conduct Policy Committee meetings, including preparation of agendas and proposed policy positions;
- Establish and maintain professional relationships with appropriate legislative and state agency leadership and staff, and with representatives of other stakeholders in the legislative process;
- Timely and accurately communicate with members, and appropriately seek input from members;
- Lead the social media endeavors of the association to complement advocacy activities.

***Education:***

- Lead the development of programming for an annual education conference and for education events throughout the year for association members.

**Qualifications:**

- Extensive knowledge of the role, responsibilities and structure of county government in Texas;
- Extensive knowledge of state legislative procedure in Texas;
- Ability to both lead and support association governance;
- Ability to make and sustain professional relationships with leaders and staff at all levels of state government;
- Excellent written and verbal communication skills;
- Ability to maintain confidential information;
- Ability to multi-task and focus in fast-paced environment;
- Extremely organized and professional demeanor;
- Possess knowledge of social media platforms;
- Ability to lead and implement projects to completion with minimal supervision;
- Demonstrated ability to work long hours, independently, and under tight timelines;
- Basic knowledge of Texas public finance and criminal justice policy preferred;
- Proficient in MS Office Suite (Outlook, Excel, Word, PowerPoint, etc.)

**Physical Requirements:**

- Ability to operate computer through keyboard and mouse.
- Ability to operate standard office equipment.
- Ability to lift 10 pounds.
- Visual acuity required to view computer screen, and to read documents.

**Education and Work Experience:**

- Bachelor's degree in Business Administration, Public Administration or a directly-related field;

- Minimum of 5 years' experience in Texas county government operations; and
- Minimum of 5 years' experience with legislative activities, including direct contact with legislators and legislative staff, preferably with experience in Texas; OR
- Any combination of education and experience that demonstrates the knowledge and ability to successfully perform the duties and responsibilities of the job.
- Substantial experience supervising others.

**Compensation:**

Salary for this position is extremely competitive and will depend on experience and qualifications. Urban Counties also offers health insurance, life insurance, disability insurance, and a retirement plan.

**Job Type:** Full-time

**Note:** This is a senior-level position.

**Application Instructions:**

To apply, please send your resume, salary history, and cover letter (max of 2 pages) explaining why you think you would be the ideal candidate for this position to: [recruiting@cuc.org](mailto:recruiting@cuc.org).