

TRAVIS COUNTY, TEXAS

Administrative Services Division Director, Sr.

Transportation and
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Administrative Services Division Director, Sr. position with an authentic and dynamic leader. Come work for one of Forbes' 2019 Best Large Employers in Austin, Texas.

The model candidate should have a proven track record of ensuring consistent and effective execution of systems and processes that makes optimal use of department and organizational resources. Candidate will meet the ever-changing needs of a highly visible and complex department with a budget of over \$82M and almost 500 employees. The position is ideal for a leader with innovation; one who establishes vision and direction, fosters and builds team confidence, and has the ability to motivate others to reach a common goal. To be successful in this position the ideal candidate must be proactive, embrace and lead change, and be people-centric. Having the ability to lead with tenacity and diplomacy is essential in this role. Applicants that fit this profile and have a strong background in human resources, business operations and organizational development are strongly encouraged to apply.



Job Summary

The Administrative Services Division Director, Sr. is a vital member of the TNR senior leadership team. As a direct report to the County Executive and Chief Deputy, the Administrative Services Division Director, Sr. has oversight of the strategic planning, development, implementation, and evaluation of business and administrative functions for key business units, specifically; Human Resources, Safety, Records Management, and Administrative Support. The position provides leadership and strategic guidance to other members of the TNR senior leadership team and works closely with Travis County's Human Resources Management Department (HRMD) to advance county-wide HR initiatives and goals. The Administrative Services Division Director, Sr. is also responsible for overseeing and developing administrative policies and procedures and to actively participate in the strategic planning activities of the division and/or department. To drive impact, the Administrative Services Division Director, Sr. has to be a forward and critical thinker that operates with integrity, personal and team accountability, and functions as a leader in innovation. The percentage of time spent on the expected duties and responsibilities is 30% for Human Resources; 30% for Safety; 20% for Records Management; and 20% for Administrative Support.

In addition, the ideal candidate is one who has the ability to quickly acquire business acumen, successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an innovative, efficient, and quality manner. The ideal candidate is (a)...

- Change Leader
- Relationship Builder
- Influencer
- Collaborator
- Resourceful
- Inclusive
- Politically Savvy
- Persuasive Communicator
- Cooperative
- Consensus-Building
- Results-oriented
- Motivator
- Coach
- Dependable
- Objective
- Resilient

Distinguishing Characteristics

This is a job classification within the Management job family. This classification is intended to describe the most senior division director level positions in one of the largest, most complex County departments responsible for four or more of the administrative functions, including human resources, business continuity planning, safety and records management. This classification typically directs through subordinate managers and supervisors.

What will you be expected to do in this role?

You will:

- Develop and direct core administrative functions and systems, human resources, business continuity planning, safety management and records management; manages the day-to-day operations through subordinate managers and supervisors.
- Provide vision, guidance and oversight of outputs for the HR Manager and HR responsibilities, including, but not limited to hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with county-wide HR goals and objectives; seek and create opportunities for improved performance, learning and development of staff; and identify and addresses problems and/or resolves conflicts.
- In partnership with HRMD, administers, develops, implements and directs comprehensive Human Resources programs, services, and activities in compliance with county and department-wide policies and procedures to establish positive employer-employee relationships, resolve highly complex employee relations issues and promote a high level of employee morale.
- Oversees and implements departmental human resources functions, including staffing, employee relations, classification, compensation, recruitment/retention and benefits, training and guidance on day-to-day operations in compliance with Federal, State and County policies.
- Directs development and implementation of procedures for administrative support functions, information processing, and communication.
- Oversees administration of department-wide safety programs in order to prevent and eliminate occupational deaths, injuries, illness, and accidents as well as property loss liability.
- Develops, directs and manages division human resources, equipment, and budget. Plans future budgetary requirements. Evaluates and reports on division performance. Uses statistical process to continually monitor and improve quality of processes and output.
- Directs the planning, development, implementation and operation of the department's information and records management systems.
- Prepares high-level analysis of fiscal impact of various programmatic and policy-related decisions for policymakers. Provides management support to executives and administrative oversight of the department. Evaluates, plans and implements systems, processes and procedures to maximize office efficiency.
- Develops or assists in developing and implementing comprehensive business continuity and operational development plans that establish goals and objectives for the department.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups, and the general public. Serves as spokesperson to media and outside agencies.
- Participates as a committee member and researches process improvement strategies for departmental operations; measures results of activities.
- Performs other job-related duties as assigned.



Minimum Qualifications

Bachelor's Degree in Public Administration, Business Management, Human Resources or a directly related field **AND** eight to ten (8-10) years of increasingly responsible experience with a broad administrative support activity, such as business operations, administrative support services, human resources, or similar capacity, including three (3) years of mid- to senior level supervisory or management experience; or any combination of education and experience.

What We Prefer

Master's degree in Public Administration, Business Administration, Human Resources, Organizational Development, or closely related field. Human Resources Certification (SHRM-CP, SHRM-SCP, SPHR, and/or PHR) is highly desired.



Compensation and Benefits

The approved salary range for this position is **\$89,265.70 - \$116,045.49**. Travis County offers excellent benefits, including a retirement plan with Texas County & District Retirement System (TCDRS).

For more information on employee benefits, visit the County's benefits page:
<https://www.traviscountytexas.gov/human-resources/jobs/benefits>.

Application Process

The final filing date is Tuesday, September 15, 2020. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:
<https://secure.cpshr.us/escandidate/JobDetail?ID=628>.



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the County. A final selection will be made upon completion of comprehensive reference and background checks.