

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 15-01
SALARY RANGE: from \$69,415
POSITION TITLE: Director I, Government Relations
LOCATION: TCOLE Headquarters, Austin TX

CLOSING DATE: until filled
DURATION: Regular Full-time
CLASS NO.: 1620
NUMBER OF OPENINGS: 1

GENERAL DESCRIPTION:

Serves as Director for the Government Relations Division and performs advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

- Directs program area(s) and activities of the Government Relations Division
- Review of applicable legislation, assist in assigned legislation to the appropriate division, and monitor status of applicable legislation that affect the agency; monitor committee hearings regarding applicable legislation that affects the agency; and notify agency executive staff of their role in a hearing.
- Prepare, edit, and distribute informational releases to legislators and legislative staff.
- Develops and implements techniques for evaluating program activities.
- Develops and establishes goals and objectives consistent with the agency's strategic plan.
- Develops, reviews, and approves budgets and legislative fiscal notes.
- Provides direction, guidance, and assistance in program area.
- Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.
- Reviews and approves management, productivity, and financial reports and studies.
- Reviews guidelines, procedures, rules, and regulations; and monitors compliance.
- Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- Plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
- Plans, develops, implements, coordinates, monitors, and evaluates policies and procedures.
- Plans, assigns, and supervises the work of others.
- Performs related work as assigned.

QUALIFICATIONS:

- **Education-** Graduation from an accredited four (4) year college or university with major course work in journalism, government, criminal justice, communication or a related field.
- **Experience-** Five (5) years of full time work experience in research with government relations. Experience with the Texas legislature or with a state agency in government relations is required.
- **Regulatory knowledge-** Texas legislature processes and procedures is required.
- **Research knowledge-** Library, computer, and empirical research methods and sources to obtain meaningful primary and secondary data regarding a wide variety of subjects.

- **Computer skills-** Proficient with personal computers and various software: e.g. spreadsheets, word processing, databases, desk top publishing, modern business office practices, and social media platforms.
- **Organizational skills-** Ability to multi-task and prioritize in a high-stress, fast paced, multi-demand environment, and the ability to make sound work-related judgments and decisions. Ability to understand and effectively apply complex oral and written instructions and procedures.
- **Communication skills-** Excellent oral and written communication skills to include complex correspondence drafting, English composition, grammar, punctuation, and spelling. Ability to present to large, small, and diverse groups. Ability to make quick and accurate judgment calls regarding the need to provide information to various customers. Ability to generate complex reports, presentations, graphs, charts, forms, or new databases. Ability to translate information pertaining to agency programs into lay terminology.
- **Interpersonal skills-** Must exercise excellent interpersonal skills- position continually requires demonstrated poise, tact, diplomacy, and an ability to establish and maintain effective working/professional relationships with external and internal customers.
- **Work schedule-** Ability to work nonstandard schedules, extended hours and sometimes alternating shift schedules under conditions of emotional stress.
- **Confidentiality-** Must be able to responsibly handle sensitive and confidential information and situations.
- **Travel-** May be required to travel on occasion.

APPLICATION PROCESS:

Apply at <http://www.workintexas.com>. Resumes are not required but may be submitted before the closing date via mail, fax, or personal delivery to the **Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035, Fax: (512) 475-4623. The Commission is an Equal Opportunity Employment Agency. Applications received after the closing date will not be considered.**