



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

POSITION DESCRIPTION: CHIEF OF STAFF

<u>POSITION TITLE:</u>	Chief of Staff
<u>REPORTS TO:</u>	Executive Director
<u>SUPERVISES:</u>	Administrative Assistant (Receptionist)
<u>FLSA EXEMPTION STATUS:</u>	Exempt
<u>LAST UPDATE:</u>	October 21, 2021

SUMMARY OF PURPOSE:

Under administrative direction, the Chief of Staff plans, organizes, administers, and coordinates programs and projects for the Executive Director and the Mobility Authority. Performs advanced administrative and managerial work. Position also ensures the agency's work quality and adherence to established policies and procedures.

ESSENTIAL FUNCTIONS:

1. Plan, organize and coordinate Mobility Authority functions to meet established goals and objectives, including ensuring that staff, facilities and equipment are fully utilized.
2. Evaluate program operations and procedures, and formulate recommendations for implementation, necessary revisions or improvements.
3. Serve as Mobility Authority representative to other organizations, including local, state and federal agencies and officials; neighborhoods; business community; special interest groups; and the general public.
4. Provide updates and advice to Mobility Authority staff regarding current or pending legislation affecting Mobility Authority operations.
5. Participate in development, analysis, formulation and administration of the Mobility Authority's budget, Policies, and Strategic Plan.
6. Oversee projects as assigned, monitor work progress, and maintain administrative records.
7. Provide information, resources and support to developers, builders, contractors and the general public regarding Mobility Authority policies and procedures.
8. Participate in selection of consultants and contractors; negotiate and administer contracts as assigned.
9. Performs other duties as requested.

POSITION REQUIREMENTS:

1. Bachelor's or Master's degree in Public Administration, Public Affairs, Communications, Business, or Engineering preferred.
2. 10-15 years of experience in Public or Private sector with demonstrated increasing roles and responsibilities.
3. A minimum of 5 years experience in a management/leadership role in a government agency, private sector or other not-for-profit organization.
4. Exceptional analytical skills.
5. Excellent strategic management and project management skills.
6. Skills in collaborating with internal and external resources and maintaining relationships.
7. Excellent written and verbal communications skills, including public speaking and on-camera appearances.
8. Proficient in MS Word, Outlook, Excel and PowerPoint.

PHYSICAL/MENTAL REQUIREMENTS:

1. Uses personal computer approximately 2-3 hours per day.
2. Uses telephone and email to communicate with consultants, contractors, co-workers and others, approximately 1-2 hours per day.
3. Sits approximately 6-8 hours per day.
4. Visits construction sites occasionally; moves about various construction sites to review and assess projects and schedules.
5. Out of the office: 30%; occasional out-of-state conferences and meetings.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.

Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.

APPLICATION REQUIREMENTS:

To apply, please send a cover letter and résumé to:

Central Texas Regional Mobility Authority
Attention: Mary Temple
3300 N IH-35, Suite 300
Austin, TX 78705
Fax: 512-996-9784
Email: mtemple@ctrma.org

This position will remain open until filled.