

Date Posted: 03/26/13

## Job Opportunity Posting

Job Title: Director of Administration

Employer/ Agency: Harris County

Job Description: Serves on behalf of Executive Director on inter and intra Department committees and functions. Directs and provides oversight to the Region 6 Training Institute, Program Improvement and Technical Assistance Team and Operations Management. Attends meetings, Agenda briefings and local advocacy group meetings. Maintains a positive working rapport with peers and subordinates. Reviews, approves and processes Commissioners Court letters. Consults and transacts department business with Commissioners' aides. Serves as Commissioners Court liaison. Serves as agency Legislative Liaison. Serves as Liaison for Board Administrative Committee. Attends Executive Committee and HCPS Board meetings. Provides support for Community Relations Director. Performs other duties as assigned.

Qualifications: A Master's Degree from an accredited college or university in a Social Services related field, Business Administration or Public Administration with five (5) years' experience in budget and program management and program development OR a Bachelor's Degree in one of the above fields with an additional three (3) years' experience in budget and program management and program development. Three (3) years' experience must have been in a mid or upper level management capacity.

Salary/Hours: DOE

Employer/Agency: Harris County

City, State, Zip: Houston, TX

Application Method: 1310 PRAIRIE – SUITE 170 OR JobApps@bmd.hctx.net

Opening Date: Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mjobs@central.uh.edu](mailto:mjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.