

NUECES RIVER AUTHORITY

JOB DESCRIPTION

DEPUTY EXECUTIVE DIRECTOR

GENERAL DESCRIPTION

Performs professional administrative and technical assistance to the Executive Director in the accomplishment of the Authority's stated mission. Supervises agency productivity and performance of all authorized professional and technical staff or consultants involved with agency programs or projects to ensure conformity with stated policy and governing statutes. Provides policy interpretation, instruction, and guidance for all division heads and staff within the agency and promotes use and observance of the Authority's Standards of Excellence as the primary means of achieving goals and objectives by the total quality management team. All work is performed under the supervision of the Executive Director with considerable latitude for independent judgment and decision within the framework of established policies, bylaws, and governing statutes.

ASSIGNED DUTIES

Assists the Executive Director in the administration of all business and professional activities of the Authority in the fulfillment of the directives set forth in its Enabling Legislation, the Texas Constitution, and a twenty-one-member Board of Directors and their adopted policies.

Plan, review and delegate assignments equitably to all managerial and technical personnel engaged in agency activities relating to either administrative or operational functions within each department and division.

Assists in the preservation of the Authority's Fiduciary Trust through supervision of implemented budgetary controls over all expenditures and evaluates the preparation of departmental operating budget requests to ensure prudent management and use of all public funds.

Acts as an agency purchasing supervisor for expenditures of capital for equipment, materials, and supplies. Supervises all formal bidding and quote solicitations in accordance with governing statutes and agency policy.

Reviews all plans and specifications submitted to or prepared by the agency for compliance and conformity to all applicable state or federal laws and makes recommendations to the Executive Director and the Board of Directors as may be

appropriate. Supervises the development, operation, and maintenance of all agency infrastructure and ensures that efficient operating practices are maintained within the guidelines and specifications of policy.

Evaluates the performance of all subordinate personnel for compliance with stated policies, governing statutes, job productivity requirements, and provides written and oral reports to the Executive Director in accordance with the Administrative Policy. Evaluates all agency programs and project plans for the implementation of sound administrative practices that will achieve the established goals and objectives as efficiently as possible.

Acts as agency liaison with the public, other governmental units, and professional groups to establish and maintain the highest ethical and professional working relationships.

Represents the agency at meetings relevant to the achievement of the general purpose and established goals of the Authority.

Reviews the nature of all complaints received from the public and directs any investigation or response as deemed appropriate or necessary to obtain satisfactory results within the framework of governing statutes or policy.

Maintains a thorough working knowledge of all agency policies, services, programs, and projects, and provides administrative guidance to personnel responsible for conducting the initiatives.

Always meets the public with a high regard for courtesy and politeness, while maintaining the Agency's integrity, and declines to reveal any information pertinent to the overall operations without prior approval of the Executive Director.

Various other duties may be assigned by the Executive Director, either temporarily or permanently.

Signature

Date: _____
