

AGENDA ITEM 29

Discuss and take appropriate action on creating a part time position for Special Projects Director in Commissioner Pct. #1 office.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To table this agenda item for two weeks.

Vote: **5 - 0**

< Attachment >

WILLIAMSON COUNTY JOB DESCRIPTION

Resumes alone are not sufficient.

DEPARTMENT: COMMISSIONER, PCT. 1 (ROUND ROCK)

POSITION: COMMISSIONER'S ASSISTANT

JOB SUMMARY: Works under direction of precinct 1 commissioner but conducts research and assists with projects for other members of commissioners court. Attends meetings, prepares information for the public, and assists commissioners in monitoring legislative activity. Will assume role of project coordinator of significant community projects within precinct 1.

ESSENTIAL DUTIES: Conducts research related to plat reviews, subdivision regulation, transportation issues, and other matters. Prepares information for court and public. May act as court liaison to county departments. Represents or assists members of the court at meetings, as necessary. Serves as resource person for agencies or political subdivisions that have business with the county. Assists with county's participation in regional community-based MHMR project. Conducts research and makes reports concerning economic development and environmental impact. Assists commissioners court with tracking legislation related to county government.

PHYSICAL DEMANDS: Driving, typing, data entry, public speaking, long periods of sitting and standing; some light lifting.

ENVIRONMENTAL FACTORS: Works mostly indoors in well-lighted, air-conditioned office. Some overtime in connection with meetings and public events.

QUALIFICATIONS: Bachelor's degree in public administration, business administration, political science, public relations, or related field and at least two years of experience in public administration or closely related field. Ability to present oral and written information to the public and the court in an efficient, tactful, and articulate manner. Ability to interpret statutory, regulatory, and procedural requirements. Ability to work amicably and productively with county officials, department heads, and other local officials. Valid Texas driver's license.

AGENDA ITEM 30

Consider authorizing advertising and setting date for public hearing on 2003/2004 County Budget.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To authorize the advertising and setting the date of August 26, 2003 at 10:00 a.m. for a public hearing on the 2003/2004 County Budget.

Vote: **5 - 0**

AGENDA ITEM 31

Discuss and consider 2003/2004 County Budget.

This item was discussed in the afternoon budget workshop.

AGENDA ITEM 32

Consider approving Additional Surveying Services for the Parmer Lane Extension Project from Diamond Surveying.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve additional surveying services for the Parmer Lane Extension Project from Diamond Surveying not to exceed \$44,000.00.

Vote: **5 - 0**

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