

Don Lee Services, Inc.  
500 W. 13<sup>th</sup> Street  
Austin, TX 78701  
512/476-6174

**Job Title:** Program Manager of the Texas Conference of Urban Counties

**Location:** Austin, TX

**Position Type:** Full Time

**Desired Education Level:** Minimum of Bachelors Degree or Equivalent

**Work Environment:**

Don Lee Services Inc. offers a professional yet casual and easy-going work environment where each individual's contribution is valued and outstanding performance is rewarded. The Intergovernmental Relations and Education Programs are two of many services offered to members through the association that is managed and staffed by DLS, Inc. As a member of this office of approximately 10 people, you will experience a supportive, team-oriented culture where each employee has a major impact on the success of the organization. Our salaried employees receive competitive compensation, healthcare, paid vacation time, and employer paid retirement contributions.

If you meet the qualifications for this position, as stated below, and want to be part of a successful, high-integrity company, we encourage you to apply.

**Job Description:**

The Texas Conference of Urban Counties seeks qualified candidates for an immediate opening for a Program Manager. Experience with the Texas Legislature is preferred. Program Managers of the Texas Conference of Urban Counties are responsible for working with the Executive Director and staff to provide consultation and recommendations to clients regarding strategic planning and policy. They are also responsible for identifying various external and internal factors that could impact the functioning of county governments, performing necessary research, and developing strategic plans to address those impacts by interacting and coordinating with various county staff, legislators, state agencies and other entities. In addition, the Program Manager will develop timely and informative educational programs for the membership, as well as help to recruit new members.

The position requires self-motivation, professionalism, and strong skills in qualitative and quantitative analysis. Strong writing and communication skills are critical. This position will analyze complex issues and develop positions, papers and talking points for the Executive Director and association officers and members, and actively advocate on behalf of the association.

**Responsibilities:**

Duties include but are not limited to these essential functions:

- Reviews state policy changes (proposed legislation, ethics opinions, attorney general opinions and requests for opinions, state agency rulemakings and any other areas that may be of interest to the association);
- Monitors and acts to influence relevant public policy by participating in and articulating the client's positions at meetings and by analyzing communications from other organizations and coordinating appropriate responses;

- Works with the Executive Director and leadership to educate county officials about client initiatives, policy initiatives and research findings;
- Writes position papers, policy reports, legislative analyses, and news articles;
- Uses all available resources to ensure the timely and successful execution of program activities and goals;
- Develops and coordinates continuing education programs for the membership such as critical issue workshops, instructional programs, and executive roundtables;
- Creates and executes strategies for program growth and member recruitment;
- Organizes and oversees association meetings;
- Assists the Executive Director with special projects;
- Communicates regularly with members through written reports;
- Attends to work responsibilities consistently and reliably; and
- Establishes and maintains effective work relationships with other employees, members, and the public.

**Requirements:**

- Ability to communicate clearly and effectively in a variety of forms.
- Ability to take charge of projects and to carry projects to completion with minimum supervision.
- Skilled and proficient with a PC and commonly used computer software programs.
- Good understanding of, and experience in, the political process.
- Ability to establish and maintain effective work relationships with other employees and the public.
- Ability to do a substantial amount of technical reading and research on legislative and policy matters.
- Ability to travel as needed.
- Ability to create ideas for program improvements.
- Understanding of, and commitment to, the highest ethical standards.
- Ability to meet significant and unusual time-and-effort requirements when the Texas Legislature is meeting, and during other times as needed.

Non-smoker preferred.

For immediate consideration, please submit a cover letter and a current resume which includes your full name, address, phone number and e-mail address, and salary requirements to [Windy@cuc.org](mailto:Windy@cuc.org), or fax 512.476.5122.

Please include the following in your subject line: Urban Counties Program Manager