



## District Director, Representative Romero

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### SUMMARY

The District Director oversees the Fort Worth District Office operations. This position, in coordination with the Chief of Staff, develops and implements operating plans, policy objectives, and strategies for the district office and directs all activities and staff of the district office.

**START DATE:** As soon as possible

**SALARY:** Negotiable based upon experience

### ESSENTIAL JOB FUNCTIONS

- Supervisory: Directly supervise up to five employees, including interns; carries out responsibilities in accordance with office policy. Responsibilities will include interviewing and training district office employees; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.
- Represent the Representative and/or assign appropriate staff to do so as needed;
- Conduct district office staff meetings;
- Speak to local groups when the Representative is unavailable;
- Travels throughout the district at regular intervals to keep abreast of local concerns, including attending local meetings;
- Meet with elected officials and representatives of local groups on behalf of the Representative;
- Schedule meetings with local, federal, and district government agencies as necessary;
- Respond to constituent telephone calls and mail;
- Meet attendance requirements as established by the office;
- Maintain a good working relationship with the Representative, staff, and constituents;
- Accepts performance-based criticism and direction;
- Works a flexible schedule including some nights and weekends; time in office will be adjusted as necessary;
- Ensure the office is staffed and open for business hours: Monday through Friday, 9am to 5pm; and
- Perform other duties as assigned.

### SKILLS AND KNOWLEDGE REQUIRED

- A minimum of a bachelor's degree in the political science or related field;
- Ability to perform all essential job functions above;
- Basic knowledge of legislative process and of House organization and procedures;
- Ability to work cooperatively and courteously with others;
- Knowledge of local and state agencies and departments;
- Provides necessary organization and supervisory leadership; and
- Excellent oral and written communication skills.

**TO APPLY:** Submit a resume, cover letter, and three professional references via email to [Michael.Ramsey@house.texas.gov](mailto:Michael.Ramsey@house.texas.gov). Applications accepted until position is filled. Only applicants scheduled for an interview will be contacted.