

Job Description: COUNTY COMMISSIONER

CLASS NO. 301

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

There are four County Commissioners. Each of the Commissioners represents one of the four precincts into which the county is divided. The four Commissioners and the County Judge together constitute the Commissioners Court.

EXAMPLES OF WORK

Essential Duties*

As a member of the Commissioners Court:

Approves and controls the budget over county offices;

Supervises the expenditures of county money;

Provides for the care of indigents;

Levies and oversees collection of taxes for county purposes;

Approves the county's annual tax rate and tax roll;

Issues bonds, subject to public approval, for construction of buildings, roads, etc.;

Establishes county precinct boundaries;

Authorizes or approves general administrative activities of the county;

Appoints department heads;

Oversees the county's responsibilities for roads and bridges, parks, courthouse, jails, office buildings, and other facilities;

Oversees the county's responsibilities for human services, health services, law enforcement, prosecution, courts, corrections, safety, and other services;

Audits and settles accounts against the county and directs their payment;

Contracts with other governments for accomplishments of mutual concern and responsibility;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 301 (Continued)

Serves as voting representative and/or officer on various quasi-public or public entities; and

Issues notices citations, writs, and processes as necessary for the proper execution of powers and duties imposed by the Commissioners Court and to enforce its jurisdiction.

As precinct elected official;

Serves as designated liaison on behalf of the Commissioners Court to specific governmental entities and community groups with responsibility for reflecting the county's positions and negotiating agreements;

Assists individuals and organizations who need information or services from other governments (local, state, federal) or from community organizations;

Appears on behalf of the county before state legislative committees, state boards and commissions, federal congressional committees and agencies, and other governments' governing bodies;

Welcomes organizations and individuals to the county and assists with economic development activities;

Assists the Commissioners Court, county departments, and other individuals and organizations in regard to parks planning and facilities, road and bridge facilities, drainage, fire and EMS services and facilities, and other matters affecting the precinct;

Assists other county officials elected from precincts that cover all or part of the Commissioner's precinct; and

Depending upon the precinct, gives special attention to social services for the poor, economic development, subdivisions and septic systems, courts, specific health facilities, specific correctional facilities, or other services or facilities uniquely important to the precinct; and

Perform other duties as specified by law.

QUALIFICATION REQUIREMENTS

A candidate for County Commissioner must be a citizen of the United States, have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived in the county for sixth months before any such election in Chambers County and the precinct for which the office is to be filled.

TERM OF OFFICE

Each County Commissioner is elected to a four-year term.