

# Chief Administrative Officer

Austin, Texas



**We are seeking a skilled manager committed to Taking Care of Texas One Town at a Time.** We are recruiting a full-time CAO to join our law firm's Austin office. The firm was founded 20 years ago on the principle that every municipality, no matter its population or how remote, should have access to experienced, efficient legal services. Our firm is based in Austin, but our team provides legal services to local governments throughout Texas.

Applicants must be dedicated to high levels of professionalism, ethical behavior, operational efficiency, quality work products, and responsive service delivery. Our CAO must empower the lawyers and legal assistants who empower Texas cities, towns and villages. The ideal candidate will have a *passion for public service* infused with the *entrepreneurial spirit*, but grounded in *integrity*. **We are Texas Municipal Lawyers.**

## Summary

Our Chief Administrative Officer shares responsibility for daily operations of the law firm's Austin office, which is our headquarters. The CAO ensures our main location runs smoothly and is available to support lawyers who office in 8 regions of the state. The CAO works closely with the Chief Financial Officer Barbara Mitchell, Director of Education and Training Sheila Bojorquez, and Chief Executive Officer Alan Bojorquez (the firm's founder and managing attorney).

## Essential Oversight & Management

- Human Resources for a legal, administrative, and clerical staff of 30 people (+/-)
- Client Development, Client Retention, and Marketing
- Information Technology, including oversight of vendors
- Procurement of Office Equipment, Office Supplies, and Services
- Office Space utilization and functionality, including coordinating routine maintenance
- Policy and Procedure development and implementation for efficient and effective operations
- Meeting and Special Event planning
- Liaison with profession associations, such as the Texas Municipal League

## Requirements

- Bachelor's Degree (Masters Degree preferred, e.g., MBA or MPA)
- Experience managing small to medium-sized offices
- Strong organizational and project management abilities
- High Proficiency with Microsoft Office (Outlook, Word, PowerPoint, Excel, Publisher, etc.)
- Exceptional oral and written communication skills

**Deadline** To request a Job Description or to submit a Cover Letter and Resume, contact [info@texasmunicipallawyers.com](mailto:info@texasmunicipallawyers.com) by October 28, 2022.

BOJORQUEZ  
LAW FIRM, PC  
TexasMunicipalLawyers.com