

OPERATIONS

Personnel:

- Develop, discuss, sign, and submit revised job responsibilities
- Provide orientation for all aspects of county level operations, policies, & procedures
- Meet with support staff and new agent to review support staff duties in relation to new agent
- Get new agent added to county payroll as outlined in onboarding instructions
- Explain process for how support staff are supervised and evaluated.
- Ensure equitable and efficient utilization of support staff

Fiscal:

- Provide new agent with copy of county budget and explain how funds may be accessed and used to support travel, supplies, and equipment.
- Ensure equitable and efficient utilization of county budget
- Ensures budget meets needs of total county program; operates within budgeted funds

Office Management:

- Provide new agent with office space and access information for all shared space such as conference rooms, filling area, break rooms, bathroom, etc.
- Provide for any “start up” needs that new agent may require, as available.
- Provide orientation related to internal office operations (vehicle use, access to website, shared files, social media accounts, holiday schedule, parking, office customs, etc.)
- Include & involve new agent in weekly office conferences or as scheduled for the county unit
- Ensure office is functional and assures good client relations

Reporting & Accountability

- Coach agent on completion of county monthly reports and include those in overall unit report
- Include new agent in all unit reports
- Assist agent with TAMED planning and reporting, upon request
- Report any compliance or accountability issues to DEA
- Coordinate submission of joint county or special reports

Relationships

- Facilitate new agent in meeting key county courthouse personnel
- Facilitate new agent in meeting key program stakeholders and community leaders
- Include new agent in all county staff activities
- Keep new agent informed of all policies and information affecting them
- Include new agents in all joint efforts to report and interpret to County Commissioners Court

PROGRAMMING

- Transfer any appropriate plans or tasks to new agent as authorized by RPL
- Include new agent on any appropriate planning groups (internal or external)
- Coach and assist new agent as they develop and begin their programs, upon request
- Coordinates programming duties in areas that are not clear; recommends changes to RPL
- Provides or assigns leadership for interdisciplinary programming efforts