

HIDALGO COUNTY

Job Title: Community Liaison
Dept No: 121

FLSA Status: Exempt
Civil Service Status: Non-Exempt

SUMMARY:

Reports to the County Commissioner and the Chief Administrator. The Community Liaison responds to and resolves complaints from the general public, as well as problems brought to the County Commissioner from cities, school districts, public and private organizations within the Precinct.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must have general knowledge of the following departments located within the Precinct 1 office: Revenue, Environment, Community Progress, and Border Affairs;
- Should have knowledge of computers and spreadsheets;
- General knowledge of city, county, and state government;
- Ability to assist the public in person or by telephone
- Must have good writing and communication skills.
- Must be well organized
- May be asked to attend some meetings to take notes or furnish information;
- Should maintain a professional appearance and business attire.
- Should maintain confidentiality with private matters of the County Commissioner
- Shall perform all other duties as directed by the County Commissioner or the Chief Administrator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High School Diploma or general education degree (GED).
- Minimum of four (4) years in public administration or government experience;

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Knowledge of effective supervisory principles and practices.
- Thorough knowledge of the methods, practices, equipment, and materials used in the construction, and maintenance of roadways and/or bridges.
- Ability to communicate effectively, especially orally, with persons of varying educational backgrounds.
- Ability to maintain complete and accurate records.
- Ability to operate a variety of equipment in road work.
- Ability to perform strenuous work outdoors.
- Ability to establish and maintain effective working relationships with other county employees and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations;