

HIDALGO COUNTY

Precinct 2 – Road & Bridge Paved/Unpaved

NEW

JOB TITLE: Special Projects/Programs Manager

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON-EXEMPT

GENERAL JOB DESCRIPTION:

Under the direction of the County Commissioner for Precinct 2 or other designated supervisor, manages and oversees special projects and programs for the precinct, assists the Commissioner in the planning and implementation of the various road and bridge projects under the Border Colonia Access Program, Urban County Program, and the various road construction Inter-Local Agreements. Supervises the Community Resource Center staff, and coordinates other administrative activities for the Commissioner.

EXAMPLES OF WORK PERFORMED:

- Coordinates administrative activities for the Commissioner and Precinct Department Staff and may represent the Commissioner at meetings and/or functions
- Develops planning policies or procedures and provides administrative and organizational support to the Commissioner including data research and report preparation
- Serves as the Precinct's liaison to the Border Colonia Access Program, including the monitoring of BCAP projects and grant expenditures, and coordinates with the BCAP Director, Project Engineers, Contractors, TX-DOT and other related agencies.
- Serves as the Precinct's liaison to the Urban County Program, including the monitoring of Urban County projects and grant expenditures, and coordinates with the Urban County Director, Project Engineers, Contractors, and the Urban County Coordinator
- Oversees the GASB Roads/Inventory Project for the Precinct and will provide administrative support in managing, monitoring, and tracking inventory projects.
- Supervises Precinct's CRC staff including the Center Director and Outreach Staff
- Coordinates public hearing for precincts projects including Urban County and other programs
- Performs other duties as assigned by the Commissioner. Duties may change according to the changing needs of the Precinct and/or the County

MINIMUM QUALIFICATIONS:

An associates degree from a junior college or university and two years of administrative experience or a High School Diploma or GED and five years of administrative experience.

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 functions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES:

- Knowledge of automated systems. Operated and maintain office equipment (e.g. copier, fax, phone systems, personal computer, etc.)
- Knowledge of governmental accounting and budgetary procedures
- Knowledge of the principles of organization and management
- Ability to understand and follow, and/or give oral and written instructions.
- Ability to communicate effectively, especially orally with persons of varying educational backgrounds.
- Ability to maintain complete and accurate records.
- Employee shall be able to make decisions/corrections as needed and must have strong public relation skills both written and oral;
- Employee must be organized.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 up to twenty-five (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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions 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 work environments 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:

Employee is required to follow all County and departmental safety regulations.