

**HIDALGO COUNTY  
ROAD AND BRIDGE**

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Job Title: Research and Development Coordinator	FLSA Status: Non-Exempt
Dept. Code: 121-005	Civil Service Status: Non-Exempt

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**SUMMARY:**

Assists in conducting statistical and demographic research for the development of programs and activities, assisting in grant writing and proposal development. Works in all areas to promote Hidalgo County. Work is performed under the administrative direction of the County Commissioner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for various projects assigned by the County Commissioner;
- Works with prospective grants from public and private organizations to coordinate and submit a completed proposal;
- Develops a working relationship with existing departments to aid in growth, the creation of the new departments as well as the protection of existing departments;
- Assist in promotional activities and programs for projects development purposes including marketing, special events, printed materials, and on going public relations;
- Develops a working relationship with private resources such as Realtors, economic development agencies and federal and urban agencies for program development.
- Attends and represents the Precinct at weekly meetings held by Commissioner's Court.
- Conducts research and gather statistical and demographic data deemed necessary;
- Contributes from team effort by performing other related duties as assigned;
- Conducts special research and/or analysis activities related to the county's economic development program;
- Establishes and maintains effective working relationships with local business owners;

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- Assesses federal rules and regulations pertaining to community development;
- Provides technical assistance to agency staff, local, state and federal agency representatives and the general public; develops, implements, and assesses program progress for various activities;
- Complies statistical and informational data for use in reports;
- Ability to work well with others;
- Regular attendance is a must.

**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, skills 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:**

- Bachelor's degree in Business Administration, Public Administration, Economics, or related field and/or;
- Minimum of five (5) years in Public Administration including but not limited to county, city, or state agency and/or;
- Working knowledge of community resources and development needs including knowledge of principles and practices of grant writing;
- Thorough knowledge of federal, economic, and urban development agencies and programs;
- Must possess effective oral and written communication skills;
- Ability to collect, assemble, and analyze a variety of data;
- Good computer skills including word processing and spreadsheet applications;
- Must possess strong interpersonal skills and have the ability to establish and maintain effective working relationships with diverse range of individuals;
- Bilingual is preferred.

**CERTIFICATES, LICENSES, REGISTRATION:**

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

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**OTHER SKILLS AND ABILITIES:**

- Ability to read, interpret, and accepts documents such as safety rules, operating and maintaining instructions, and procedure manuals;
- Ability to complete reports and answer routing correspondence;
- Ability to apply common sense understanding and direct staff in written, oral, or diagram form;
- Ability to supervise and communicate effectively with staff and the public;
- Ability to deal with problems involving several concrete variables in standardize situations;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Must have knowledge of computers and spreadsheets;

**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 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 encounter 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;

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**Maintain mental capacity which permits:**

- Making sound decisions and using good judgment;
- Handling financial affairs effectively and honestly;
- Maintaining confidentiality;
- 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;
- Writing and writing;
- Operating assigned
- Communicating with others;

**ACCIDENT PREVENTION PROGRAM:**

- Required to follow all department's safety regulations.

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