

HIDALGO COUNTY COUNTY JUDGE'S OFFICE

Job Title: Assistant Emergency Management Coordinator **FLSA Status:** Exempt

Dept. Code: 110-006 **Civil Service Status:** Non-Exempt

SUMMARY:

Under the guidance and direction of the Emergency Management Coordinator, is responsible for monitoring, conducting, and participating in programs and activities for the purposes of assessing, mitigating, response and recovery efforts for events associated with critical incidents and emergencies.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews, prepares and periodically updates the Hidalgo County Emergency Response Plan and annexes in accordance with all applicable Federal, State, and local laws and regulations;
- Assists in coordinating emergency multi-agency response operations during incidents and emergencies.
- Assists local communities in emergency response efforts of behalf of the County of Hidalgo;
- Must be capable of carrying out recovery activities in the aftermath of disasters;
- Prepares for, and presents, detailed information for public awareness presentations regarding the assessment, mitigation, response and recovery for Disasters and Critical Incidents;
- Attends and participates in meetings, exercises, or events with Governor's Division of Emergency Management, The Department of Homeland Security; The Texas Department of Public Safety and all Federal, State and local Agencies or Organizations for the purpose of assessing, mitigating, response to and recovery for Disasters and Critical Incidents;
- May be required to act as Liaison with the Media is assigned;
- Assists in all efforts and duties associated with the Emergency Operations Center;
- Attends those trainings and or seminars designed to improve Hidalgo County's efforts to assess, mitigate, respond and recover from critical incidents and emergencies;

- Capable of taking detailed notes, and preparation of detailed plans, reports, and after-action reports;
- Must be able to integrate into the Incident Command System;
- Prompt and regular attendance;
- Other duties and responsibilities as assigned;
- Must be willing to travel with overnight stays for meetings; trainings, exercises, and/or response to emergency situations;

EDUCATION and/or EXPERIENCE:

- Baccalaureate degree (4 year degree) from an accredited college or university, preferably in Criminal Justice or a related applicable field;
- A degree can be substituted for an individual license as a Texas Peace Officer and/or Texas Firefighter with one (1) year of work experience as a Peace Officer and/or firefighter for each year of college or university required; or
- A degree can be substituted for two (2) years of work experience in Emergency Management for each year of accredited education required;
- Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid and current Class "C" Texas drivers license, with the ability to be insured by the Hidalgo County insurance carrier;
- Certificates of participation of courses; see **Education and Experience** above;

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate clearly and effectively, both verbally and in writing;
- Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Powerpoint, and access;
- English and Spanish usage, spelling, grammar and punctuation;
- If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officer Academy, as required;
- Ability to work under high stress – Extended hours situations

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County and will be assigned by the County Judge's office;

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

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

HIDALGO COUNTY COUNTY JUDGE'S OFFICE

Job Title: Assistant Emergency Management Coordinator II **FLSA Status:** Exempt

Dept. Code: 110-006 **Civil Service Status:** Non-Exempt

SUMMARY:

Under the guidance and direction of the Emergency Management Coordinator, is responsible for monitoring, conducting, and participating in programs and activities for the purposes of assessing, mitigating, response and recovery efforts for events associated with critical incidents and emergencies.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, implement and maintain the Hidalgo County Emergency Response Plan and annexes in accordance with all applicable Federal, State, and local laws and regulations;
- Coordinates emergency multi-agency response operations during incidents and emergencies. Civil S
- Assists local communities in emergency response efforts of behalf of the County of Hidalgo;
- Responsible for carrying out recovery activities in the aftermath of disasters;
- Prepare and present detailed information for public awareness presentations regarding the assessment, mitigation, response and recovery for Disasters and Critical Incidents;
- Attends and participates in meetings, exercises, or events with Governor's Division of Emergency Management, The Department of Homeland Security; The Texas Department of Public Safety and all Federal, State and local Agencies or Organizations for the purpose of assessing, mitigating, response to and recovery for Disasters and Critical Incidents;
- Acts as Liaison with the Media as assigned;
- Assists in all efforts and duties associated with the Emergency Operations Center;
- Attends those trainings and or seminars designed to improve Hidalgo County's efforts to assess, mitigate, respond and recover from critical incidents and emergencies; Civil S

- Capable of taking detailed notes, and preparation of detailed plans, reports, and after-action reports;
- Must be able to integrate into the Incident Command System;
- Prompt and regular attendance;
- Other duties and responsibilities as assigned;
- Must be willing to travel with overnight stays for meetings; trainings, exercises, and/or response to emergency situations;

EDUCATION and/or EXPERIENCE:

- Baccalaureate degree (4 year degree) from an accredited college or university, preferably in Criminal Justice or a related applicable field;
- One (1) year of experience in emergency management or other work that provides knowledge of assessing, mitigating, response and recovery efforts for events associated with critical incidents and emergencies;
- A degree can be substituted for an individual license as a Texas Peace Officer and/or Texas Firefighter with one (1) year of work experience as a Peace Officer and/or firefighter for each year of college or university required; or
- A degree can be substituted for two (2) years of work experience in emergency management for each year of accredited education required;
- Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid and current Class "C" Texas drivers license, with the ability to be insured by the Hidalgo County insurance carrier;
- Certificates of participation of courses; see **Education and Experience** above;

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate clearly and effectively, both verbally and in writing;
- Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Powerpoint, and access;
- English and Spanish usage, spelling, grammar and punctuation;
- If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officer Academy, as required;
- Ability to work under high stress – Extended hours situations

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County and will be assigned by the County Judge's office;

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

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

**HIDALGO COUNTY
JUDGE'S OFFICE**

Job Title: Public Health Liaison

FLSA Status: Non-Exempt

Dept. Code: 300

Civil Service Status: Non-Exempt

SUMMARY:

Under the chief Administrator, will coordinate the County's efforts in identifying the County's priorities in terms of public health issues. To include, the formulation of strategies to address priority issues, identifying and networking with both public and private sector resources, facilitate public and private input towards those strategies, and identifying potential funding sources to implement the formulated strategy.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and identify weaknesses in the current public health system
- Develop strategies to address identified weaknesses
- Identify and initiate contact with potential partners in the public health system
- Develop a medium to garner public and private sector input for public health issues
- Develop and maintain a system to disseminate information to interest parties concerning public health
- Identify public and private resources to implement the County's strategy
- Perform other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelors Degree in Health Care Administration, Business Administration, Public Health Administration or a related field
- Two years of experience in public health, community planning or other related work experience preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

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

OTHER SKILL AND ABILITIES:

- Knowledge of public health principles and practices, laws and regulation, scientific management, information systems, civil service systems organizational development, and systems analysis
- Skill in public relations and public speaking
- Knowledge in basic budget development and fiscal management
- Ability to communicate effectively verbally and in writing
- Knowledge of public health and epidemiology
- Ability to learn principles, practices, and techniques involved in public health agency structures and resources
- Ability to write reports and correspondence, implement changes, resolve conflict and solve problems
- Ability to lead on various problem solving issues, goals, etc.
- Demonstrate an ability to develop creative programs with increased efficiency and effectiveness
- May be required to work other than normal business hours including weekends and holidays
- Must provide your own dependable transportation

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

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk, sit; use hands and fingers, handle or feel objects or tools or controls, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

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
- Frequent standing, bending and reaching
- Operating assigned equipment

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
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

HIDALGO COUNTY

JUDGE'S OFFICE

NEW
JOB
DESCRIPTION

JOB TITLE: Public Health Liaison II FLSA STATUS: Non - Exempt

DEPARTMENT: 300 CIVIL SERVICE STATUS: Non - Exempt

SUMMARY:

Under the chief Administrator, will coordinate the County's efforts in identifying the County's priorities in terms of public health issues. To include, the formulation of strategies to address priority issues, identifying and networking with both public and private sector resources, facilitate public and private input towards those strategies, and identifying potential funding sources to implement the formulated strategy.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Research and identify weaknesses in the current public health system.
2. Develop strategies to address identified weaknesses.
3. Identify and initiate contact with potential partners in the public health system.
4. Develop a medium to garner public and private sector input for public health issues.
5. Develop and maintain a system to disseminate information to interest parties concerning public health.
6. Collects, develops, and analyzes data for public health issues related to potential programs and services. (New)
7. Monitors local and state policy initiatives with potential impacts on public health funding development and make recommendations for action. (New)
8. Provides planning related assistance for the analysis of ongoing program services, activities, demographic and community trends impacting Health Department programs. (New)
9. Monitors and researches federal, state and local funding sources, and links appropriate internal and external individuals and groups to project-based alliances and coalitions. (New)
10. Identify public and private resources to implement the County's public health strategy.
11. Perform other assigned duties as assigned.

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Massachusetts
Boston

EDUCATION AND EXPERIENCE:

- Bachelors Degree in Health Care Administration, Business Administration, Public Health Administration or a related field
- Two Years of experience in Public health, community planning or other related work experience preferred

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Massachusetts
Boston

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**HIDALGO COUNTY
COUNTY JUDGE'S OFFICE**

Job Title: Administrative Assistant	FLSA Status:	Exempt
Dept. Code: 110-006	Civil Service Status:	Non-Exempt

SUMMARY:

Under the general direction of the County Judge. Provides assistance to the general public regarding the Hidalgo County departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide information and assistance to the general public;
- Attends public meetings as representative of the Office of the County Judge;
- Develops methods for improving work performance for the betterment of Hidalgo County;
- Compiles, analyzes and presents information for review on assigned projects;
- Develops general recommendations that promote a continuing improvement in the policies and procedures of the County;
- Prepares and gives workshops on various topics as requested by the County Judge and Commissioners' Court;
- Makes public presentations to the Commissioners' Court, other public bodies and community organizations on issues and projects coordinated through the office of the County Judge;
- Prepares and reviews the preparation of correspondence to the general public;
- Coordinates research to identify and evaluate innovative approaches to the cost-effective provision of County services;
- Regular attendance is a must;
- Ability to work well with others;

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:

- Bachelor degree in business, public administration or related field and/or;
- Four (4) years of administrative experience in local government and/or;
- Knowledge of Texas county government administration and policy-making processes;
- Must have good computer skills;
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 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.

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County

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 encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

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 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
- 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
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Performs routine (journey-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. May train others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services.

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.

Develops, coordinates, and maintains record keeping and filing systems.

Responds to inquiries and interprets rules, regulations, policies, and procedures.

Assists in the development of administrative or technical assistance policies and procedures.

Assists in planning meetings and conferences.

May assist in researching, composing, designing, or editing agency publications.

May review and route mail.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others.

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