

HIDALGO COUNTY COUNTY JUDGE'S OFFICE

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

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 Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for various projects assigned by the County Commissioners' Court;
- 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 new departments as well as the protection of existing departments;
- Assist in promotional activities and programs for project 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 County of Hidalgo at weekly meetings held by Commissioners' Court;
- Conducts research and gather statistical and demographic data as 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;
- 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;
- Compiles 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, 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'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 the principles and practices of grant writing, economic development and public administration;
- 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, 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:

- Ability to read, interprets, and accepts documents such as safety rules, operating and maintenance 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 standardized situations;
- Employee may be assigned other duties in addition to those listed; duties may change according to 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 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;
- 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's safety regulations.

HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

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|-------------------|-------------------------------|------------------------------|------------|
| Job Title: | Traffic Safety Specialist III | FLSA Status: | Non-Exempt |
| Dept No: | 121 | Civil Service Status: | Non-Exempt |

SUMMARY:

Maintains safe condition on all county roads and bridges within the precincts. Employee will be responsible for all county road traffic control signs/devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May coordinate work schedules for striping and other traffic control projects as needed and directed on county roads.
- May assist in the striping operations and installations of speed buttons as needed and directed on county roads.
- Performs flagging/traffic control operations as directed and needed.
- Patches holes on county roads and/or bridges as needed.
- May operate chainsaw to clear brush from right away.
- May drive county vehicle to haul materials to and from the worksite.
- Tamps, packs and levels dirt, gravel or asphalt.
- Uses hand tools to dig holes.
- May assist in installing, assembling and maintaining barricades.
- Loads materials, trash, brush, etc., onto truck. May sometimes unload the same.
- Checks daily construction schedule to keep apprised of materials needed on the job.
- Will be responsible for safety-related issues such as insuring job sites have appropriate signs/emblems notifying of road construction.
- Responsible for ensuring that proper safety equipment for construction work zones is issued and posted.
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock.
- Aide in preparing, logging, filing, & submitted GASB computerized reports.
- Document & submit GASB related activities to the pertinent department.
- Supports in research for preparing, presenting and submitting reports and/or request to immediate supervisor.
- Records/Monitor and log process of projects.
- Shall be on call (24/7) for traffic emergencies.
- Shall keep computerized log of all daily activities.
- Keep current log of all traffic control related inventory.
- Will order & stock traffic control Inventory/Supplies.

- Shall be commuting to work in order to have all necessary tools, supplies and materials readily available (Traffic cones, Temporary Signs/Barricades, Sign Poles, Hardware, Etc.)
- Shall be assigned a specific territory within precinct for which employee shall maintain all traffic control related signs/devices. (Territories shall be rotated periodically between the 3 traffic control employees in order to ensure familiarity within the entire precinct.)
- May visit job sites of County work crews involved in all phases of operation within the precinct as needed to properly record in-kind reports (Man Power & County Equipment.)
- Attends safety meetings and traffic control meetings, take notes or furnish information.
- Other Duties as required.
- 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 functions.

EDUCATION and/or EXPERIENCE

- High School Diploma or general education degree (GED) preferred; and
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform duties.

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

- Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment.
- Employees working in the installation of signs may use a jackhammer, pole hole digger, hole auger, air compressor, etc., but all employees will be trained on the job to handle such tools.
- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division in all units of measure.
- Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral diagram or schedule form.

- Ability to understand, follow and give oral and written instructions.
- Ability to perform duties of Traffic Safety Specialist I and II.
- Employee may be assigned other duties in addition to those listed; duties may change according to the 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 fifty (50) 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;

Must be able to perform heavy manual labor outdoors within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

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

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- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations;

Approved 2001