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**HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED**

#4
Job Title: Administrative Assistant

FLSA Status: Exempt

Dept No: 121-124 005

Civil Service Status: Non-Exempt

SUMMARY:

This is a highly confidential position which requires decision making and county policy implementation. Provides administrative and organizational support to the County Commissioner including researching data and producing reports on various precinct concerns/activities. May receive inquires from constituents, government and public/private agencies and may represent the Commissioner at public functions as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors progress on projects within the precinct as directed by the commissioner.
- Coordinates with other elected and appointed officials on a local, county, state and national level on precinct matters as directed by the commissioner.
- May make presentations to the public. Requires good communication skills.
- May provide technical assistance to precinct rural communities, citizen groups, and non-profit organizations in developing plans, projects and programs to improve the delivery and availability of services within the precinct.
- May assist in implementing policies and procedures.
- May assist Commissioner and administrator in preparing the precinct budget and monitors expenditures against budget as directed.
- Reports issues and concerns to commissioner and acts upon/follows up as directed.
- May act as initial point of contact for constituents, external agencies and persons seeking appointments to boards/commissions.
- Monitors government, agency and news media reports for items of importance to county and precinct level.
- Regular attendance is 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

- High School Diploma or general education degree (GED)
- Minimum of two (2) years of administrative and supervisory experience or two (2) years of college.

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

- Knowledge of effective supervisory principles and practices.
- Knowledge of purchasing and of hazards and safety precautions.
- Ability to maintain complete and accurate records.
- Ability to read, analyze and interpret general business periodicals, technical procedures, or government regulations.
- Ability to write reports, service orders and procedure guidelines.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication and division in all units of measure.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- 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.

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.