

HIDALGO COUNTY URBAN COUNTY PROGRAM

Job Title:	Coordinator	FLSA Status:	Non-Exempt
Department:	Urban County Program	Civil Service Status:	Exempt

JOB SUMMARY

This job is a technical position which will entail knowledge of HUD Texas Community Development Block Grant (TXCDBG) rules and regulations as well as Urban County Program policies and procedures, both written and as practiced. The job will require cooperation and tact in dealing with Municipal and County representatives regarding funds and expenditures. Travel to project job sites to ensure project compliance. The job will entail the review and approval of contract compliance documents and project eligibility. Coordinators will also provide technical assistance to requesting party on issues concerning program rules and regulations. Will require ability to review project documentation of all phases of project selection, progress and completion reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for financial oversight and operating activities of TXCDBG, Municipal and County projects to ensure compliance with federal, state, and local regulations. Performs a variety of duties including reviews, appraisals, evaluations and assessments of activities. Specific duties are as follows:

- Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents.
- Review project and engineer-bid process to ensure compliance.
- Chart project progress and TXCDBG program compliance.
- Report to Supervisor on regular basis of project progress and compliance.
- Provide technical assistance to Municipal and County representatives in all areas of TXCDBG program rules and regulations.
- Review and recommend project payment requests to Supervisor.
- Process amendment and other program changes as may be necessary.
- Perform other project and related duties as may be assigned.
- Ability to work well with others.
- Regular attendance is a must.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. These requirements listed below are representative of the knowledge skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good knowledge and experience in interpreting County, State and Federal rules and regulations.
- Good knowledge of general office procedures and practices, business English.
- Ability to work independently, objectively and exercise independent judgment.
- Skills in operating general business machines and computers. Familiar with Microsoft Office Suites.
- Ability to communicate clearly and concisely, both orally and in writing.

EDUCATION and/or EXPERIENCE

- A Bachelor's degree in Political Science, Business Administration or related field;
- Or four years experience in direct administration of Community Development Block Grant (C.D.B.G.) Program.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have proof of a current valid Texas Motor Vehicle Operator license and current 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 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. 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 sit and talk or hear. The employee is required to stand; walk; use hands; handle or feel objects, tools or controls; reach with hands and arms and stoop or 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, distance vision, peripheral 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 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 condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- making sound decisions and using good judgement
- operating assigned equipment.

Maintain mental capacity which permits:

- making sound decisions and using good judgement
- 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 URBAN COUNTY PROGRAM

Job Title:	Inspector	FLSA Status:	Non-Exempt
Department:	Urban County Program	Civil Service Status:	Exempt

JOB SUMMARY

This position involves the drafting of plans for the rehabilitation or reconstruction of homes. The position requires travel to the project site and documenting conditions and measurements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspect homes to housing quality standard violations.
- Documentation of conditions and measurements.
- Drafting of plans for rehabilitation or reconstruction of homes.
- Coordinating plans with specifications.
- Reports to the HOME Compliance Division Manager on a regular basis communicating the progress of the Program.
- Ability to work well with others.
- Regular attendance is a must.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Good understanding and knowledge of CAD system.
- Good understanding and knowledge of Housing Quality Standards.
- Good understanding and knowledge of construction terminology.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have proof of a current valid Texas Motor Vehicle Operator license and current liability insurance.
- Must be able to be insured by the County=s insurance carrier.

OTHER SKILLS AND ABILITIES

- Knowledge of computer assisted drafting equipment.
- 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. 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 sit and talk or hear. The employee is required to stand; walk; use hands; handle or feel objects, tools or controls; reach with hands and arms and stoop or 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, distance vision, peripheral 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 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 condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- making sound decisions and using good judgment
- operating assigned equipment.

Maintain mental capacity, which permits:

- making sound decisions and using good judgement
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

HIDALGO COUNTY URBAN COUNTY PROGRAM

Job Title:	Intake Clerk	FLSA Status:	Non-Exempt
Department:	Urban County Program	Civil Service Status:	Exempt

JOB SUMMARY

Performs a variety of highly responsible and complex administrative duties to support the activities of the Disaster Recovery Program. Characteristic of this position is the involvement in and assistance provided in Disaster Recovery Program operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employee will assist in carrying out the administrative activities of the Disaster Recovery Program by performing a variety of responsible and/or complex administrative functions.

Employee will perform public contact and administrative office management duties to relieve the Supervisor of operational detail.

- Provide technical assistance to requesting party on issues concerning the Disaster Recovery Program rules and regulations.
- Assist in carrying out the operating activities of projects to ensure compliance with federal, state, and local regulations.
- Assist in the direction and/or planning of the Disaster Recovery Program operations and coordinating work between organization units of the Urban County Program with local, state and federal agencies and private organizations.
- Assist the Manager in processing amendment and other program changes.
- Assist the Manager in preparing project eligibility, environmental review, and citizen participation documents.
- Develops, coordinates and maintains record keeping system for files and records.
- Develops, coordinates and maintains all related tasks to projects such as requests for payments, and procurement compliance.
- Report to Manager on regular basis of project progress and compliance.
- Ability to work well with others.
- Regular attendance is a must.
- Performs such other duties as may be assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge skill, and 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 GED.
- Two years experience of Secretarial, Clerical experience is required.
- Certificate acquired through a technical or business school and/or experience with Federal Housing Programs is preferred.
- Good knowledge and experience in interpreting County, State and Federal rules and regulations.
- Good knowledge of general office procedures and practices, business English.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have proof of a current valid Texas Motor Vehicle Operator license and current liability insurance.
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to work independently, objectively and exercise independent judgment.
- Knowledge of Disaster Recovery Program rules and regulations.
- Skills in operating general business machines and computers. Familiar with Microsoft Office Suites.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective relationships with co-workers and other business contacts.
- 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. 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 sit and talk or hear. The employee is required to stand; walk; use hands; handle or feel objects, tools or controls; reach with hands and arms and stoop or 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, distance vision, peripheral 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 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 condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- making sound decisions and using good judgement
- operating assigned equipment.

Maintain mental capacity, which permits:

- making sound decisions and using good judgement
- 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.