

HIDALGO COUNTY**Precinct 1 – Road & Bridge Paved/Unpaved**

JOB TITLE: CHIEF ADMINISTRATOR **FLSA STATUS:** EXEMPT

DEPARTMENT: 121 **CIVIL SERVICES STATUS:** EXEMPT

GENERAL JOB DESCRIPTION:

Provide executive strategic and tactical direction and support to the County Commissioner and to Precinct staff in the effective development and attainment of precinct goals and objectives. Manage the operations of the precinct and the Commissioner's projects by delegating and reviewing the management and the delivery of services and resources. Develop and monitor the various precinct budgets including Road and Bridge, Sanitation, Parks, and other applicable Special Budgets. Ensure training, evaluation, and personal development of all Precinct employees. Handle difficult problems or public policy concerns. Manage the development, implementation and oversight of applicable programs and precinct projects. Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws. Develop precinct procedures to create and direct the provision of a comprehensive array of public policies, practices and functional services to the precinct/county, its citizens or the general public. Coordinate precinct or county projects involving multi-jurisdictional activities.

The position of Chief Administrator is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED:

1. With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs for the Commissioner or for presentation by the Commissioner.
2. Negotiates, persuades, mediates, and assists local, state, and federal governments and private entities regarding precinct or county related projects.

3. Develops and provides to the media general information and interpretation of County Commissioner's positions and policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act.
4. Supervises County Commissioner's Road and Bridge, Sanitation, and Parks staff and ensures effective and efficient delivery of services and timely completion of projects.
5. Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions
6. Interviews, evaluates and recommends job applicants.
7. Secures and provides critical information to County Commissioner for Commissioners Court proceedings.
8. Represents County Commissioner to various groups and forums as directed.
9. Researches, addresses, and resolves various internal, external and inter-governmental inquiries, problems and complaints.
10. Researches and composes correspondence and presentations on behalf of the precinct and/or the County Commissioner; makes presentations as required.
11. Oversees, analyzes, advises and assists County Commissioner regarding all phases of Precinct road and bridge maintenance and construction projects and operations.
12. Assist the County Commissioner in developing, drafting, and in presenting proposed legislation of interest or benefit to the County.
13. Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law.
14. Develops and administers County Commissioner's Budget.
15. Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, precinct operations, and all other relating to County operations
16. Perform other duties as assigned.

Minimum Qualifications:

A four (4) year college degree from an accredited university or college and five (5) to eight (8) years of progressively responsible and related work experience is required. Related experience may be substituted for the required education with a maximum substitution of two years. Prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction.

Certificates, Licenses, Registrations:

1. Employee must possess a valid Texas Motor Vehicle Operators License.
2. Employee must be able to be insured by the County's insurance carrier.

Physical Demands and Work Environment:

While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, push and pull.

Other Requirements:

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Decision Making:

Utilize wide discretions and independent judgement/decision making in compliance with the policies of the County, the laws of the state of Texas and consistent with the independent beliefs and positions of the County Commissioner.

Contacts:

Interacts with all County Department Heads and Local State and Federal Elected Officials and Agencies, Local Government Department Heads, News Media, Service Organizations, Charitable, Non-Profit, Not-to-profit, Community Service Organizations; Neighborhood and Special Interest Groups, the General Public, Members of Court-Appointed Boards and Commissions.