

HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

Job Title: Clerk/Receptionist	FLSA Status: Non-Exempt
Dept No: 121-124	Civil Service Status: Non-Exempt

SUMMARY:

Answers telephone, performs light clerical duties, greets and routes walk-in clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answers telephone and directs phone calls to appropriate staff member; takes messages as required.
- Greets visitors and directs them to proper location.
- Maintains daily activity log sheets.
- Performs light clerical work such as typing, filing and envelope stuffing.
- May be required to attend meetings from time to time and work extra work hours as deemed necessary.
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock.
- 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 GED.
- Should have experience as a receptionist, strong telephone skills and log-keeping.

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

- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Knowledge of personal computer and software.
- May be required to utilize personal automobile on office related business.
- 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.

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

Job Title:	Special Projects Coordinator	FLSA Status:	Exempt
Dept No:	121-124	Civil Service Status:	Non-Exempt

SUMMARY:

Employee will coordinate and implement all aspects of "special projects" specially the formulation of financial accountability reports by means of organizing research data in a comprehensive manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Employee will manage the CIP budget.
- Support in research for preparing and presenting reports and /or requests to immediate supervisors (i.e. Precinct financial status', Safety Program, Safety Rules and Regulations, Required safety meeting, Updates on Precinct incidents).
- Employee will implement and manage financial planning schedule for special projects.
- Employee will be the precinct's liaison between all cost-share agreement residents and/or entities, and will be providing assistance to constituents, external agencies and persons requesting information.
- Employee will prepare agenda items, type correspondence, and all pertinent miscellaneous memo/forms as needed.
- Employee will collect funds and ensure deposit of same. (Treasurer's Office)
- May receive visits or calls regarding complaints, issues and concerns for Precinct and acts upon/follows up as directed by the Chief Administrator.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- May be asked to attend some meetings, seminars, etc., possibly to take notes or furnish information.
- Forwards claims to the specified carrier. Answers employee questions concerning benefits; refers to various resources for information as needed.
- Sets up files on all new personnel, photographs and assigns employee number. Records changes on all employee status as necessary (e.g., change of address, departmental transfers, rate increases, terminations, etc.) and forwards to Accounting for payroll update.
- Answers phone for department and others when needed;
- Takes statements from injured employees for Workers' Compensation and maintains/updates all Workers' Compensation claims;
- May be required to assist in the safety program and insure all rules and regulations are being met in accordance to safety standards;
- 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

- High School Diploma or general education degree (GED)
- Minimal five (5) years work experience in same or related field.

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 automated systems. Operate and maintain office equipment (e.g. copier, fax, phone systems, personal computer, etc.)
- Ability to understand, follow and or give oral and written instructions.
- Ability to communicate effectively, especially orally, with persons of varying educational backgrounds.
- Ability to maintain complete and accurate records.
- Employee shall be able to make decisions/corrections as needed and must have strong public relation skills both written and oral'
- Employee must be organized.
- 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 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;
- 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
PARKS**

Job Title: Park Director	FLSA Status: Exempt
Dept No: 121-124	Civil Service Status: Non-Exempt

SUMMARY:

Plans and administers the County's parks and pavilions, including construction, maintenance and operations.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans for future service and budgetary needs of the parks and pavilions
- Manages parks and pavilions personnel, equipment, facilities and finances
- Evaluates the services and employees of the park and pavilions.
- Coordinates parks and pavilions meeting with other citizen interest group activities.
- Manages permanent records associated with parks and pavilions operations.
- Inventories and accounts for parks and pavilion keys, equipment and supplies.
- Recommends parks and pavilions policy to department heads and provides reports as requested.
- Establishes parks and pavilions operating procedures
- Develops and administers county parks and pavilions master plan.
- Works with officials and other government entities to establish inter-local agreements for parks and pavilions.
- Provides information for acquiring park grants.
- Manages employees associated with parks and pavilions. Is responsible for the overall direction, coordination and evaluation.
- May interview, hire and train employees.
- May plan, assign and direct work, appraise performance, reward and discipline employees' complaints and resolve problems.
- Regular attendance
- Get along with co-workers

EDUCATION AND EXPERIENCE:

- High School diploma or general education degree (GED)
- Sixty hours from an accredited college or university in Park Administration or related field and/or
- Three years park management experience
- Bilingual--preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Texas Motor Vehicle Operator's License;

- Must be able to be insured by County Insurance carrier;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those that are listed and duties may change according to changing needs of department.

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally 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 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 encounter while performing the essential functions of this job.

The employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles, extreme cold and extreme hot.

The noise level in the work environment is usually loud.

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
- 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

Job Title: Accounts Payable Clerk

FLSA Status: Non-Exempt

Dept No: 121-124

Civil Service Status: Non-Exempt

SUMMARY:

Responsible for the Precinct's budget, processing of requisitions, obtaining purchase Orders, reviewing and processing invoices, maintaining proper ledgers and must familiarize with Hidalgo County Purchasing policies.

Good communication skills are a must. Applicant will be working closely with the Hidalgo County Purchasing and Auditor's Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares and verifies purchase order for payment of bills.
- Posts receipt and/or disbursements to appropriate ledger(s), journals, and /or reports that insures that accounts balance.
- Prepares reports at regular intervals reflecting disbursements and /or receipts by category and /or projects.
- Gathers financial and statistical data and prepares reports of program activities.
- Responds to inquires about the department or division, especially related to financial transactions, from persons visiting the office, calling on the telephone or writing to request information.
- Enters financial and other data on computer terminal and balances source data to computer printouts.
- Undertakes special accounting projects and prepares special reports as assigned.
- Creates and maintains necessary manual and computerized files and filing system.
- Depending upon the department or division to which assigned, performs and combination of the following duties: secures documents, money and checks and may be responsible for cash received, identifies errors and makes necessary corrections.
- Prepares, maintains and verifies records and reports for mileage, fuel usage or other data.
- Answer telephone, responds to inquiries, refers caller to appropriate party or takes messages, or serves as back-up for receptionist.
- May maintain and inventory of supplies and equipment and orders replacements as needed to insure adequate stock.
- Compiles budgetary estimates and allotments and prepares budget worksheet on receipts and expenditures.
- Performs such other duties as may be assigned.
- 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

- High School Diploma or general education degree (GED); including or supplemented by bookkeeping or accounting courses; plus two years clerical and/or secretarial experience, at least one year of which involved bookkeeping or accounting; or
- Any equivalent combination of experience and training which provides the required knowledge skills and abilities.

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

- Ability or demonstrated ability to learn to operate a computer, calculator, cash register, facsimile and telephone.
- Good knowledge of generally accepted accounting principles relating to single or double entry accounting systems and financial reports.
- Ability to work quickly and accurately with numbers and maintain neat, well-organized records.
- Ability to operate a 10-key calculator by touch.
- Ability to exercise judgment regarding release of confidential information.
- Ability to use standard word processing, data inquiry and spreadsheet programs.
- Ability to establish and maintain effective working relationships with other county employees, officials and the general public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Must have the ability to operate personal computer and other office equipment.
- Must be knowledgeable in computer accounting.

- 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 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;
- 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

Job Title:	Field Operations Director	FLSA Status:	Exempt
Dept No:	121-124	Civil Service Status:	Non-Exempt

SUMMARY:

This is a highly confidential position which requires decision making and county policy implementation. This is a supervisory position and the incumbent must demonstrate on-going competence in being able to delegate responsibility as well instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

The Field Operations Director is appointed by the County Commissioner.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties functions.

EDUCATION AND EXPERIENCE:

Minimum qualifications for this position include a four (4) year college degree from an accredited university or college in construction management or related field and six (6) years of experience in the planning, design, and maintenance of drainage systems is desired. Experience and education may be substituted for one another. Substantial experience can be substituted for the required college education.

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.

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. While performing the duties of this job, the employee occasionally works near moving

mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and hazardous materials. Employee is frequently exposed to solar radiation when carrying out essential duties.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting and standing 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.

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