



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: FACILITIES MANAGEMENT

DATE: 01/28/10

DEPARTMENT NUMBER: 220

PROGRAM NUMBER: 001

CURRENT SLOT #: 0002

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT

OPERATIONS OFFICE MANAGER

\$44,491.00

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

EXECUTIVE ASSISTANT I

\$44,491.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

EXECUTIVE ASSISTANT I

\$44,491.00

Classification/Position Title

Pay Grade/Salary

COMMENTS:

NO BUDGETARY IMPACT. TITLE CHANGE ONLY.

SIGNATURES


Human Resources Representative


Date


County Treasurer Representative


Date


Budget & Management Representative


Date

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)




Position was mis-classified and is being reinstated to its former position title.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	1/29/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/29/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/29/2010 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY

OID

Facilities Management Department

JOB TITLE: OPERATIONS OFFICE MANAGER FLSA STATUS: ~~NON~~-EXEMPT
DEPARTMENT: 220 CIVIL SERVICE STATUS: NON-EXEMPT

GENERAL JOB DESCRIPTION:

The Operations Office Manager performs advanced (senior-level) work coordinating and overseeing high-level administrative operations of the Facilities Management Department. May assign and/or supervise the work of others. Performs advanced clerical work in areas such as budget management, bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting. The Manager is responsible for providing office management services to the Facilities Management Department including overseeing office services and efficiency, supervising Operations Division office staff and maintaining office records for the Facilities Management Department. The Manager works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Manages and directs the Operations Division staff in the performance of their duties;
2. Oversees the planning, execution, and reporting of department administrative functions;
3. Develops administrative procedures, standards, and methods;
4. Coordinates work assignments with other County departments to ensure efficient and effective use of all resources;
5. Reviews and maintains reports of work activities;
6. Prepares reports on functions of the Operations Division;
7. Maintains records related to personnel records and budget;
8. Interviews and selects assigned staff positions;
9. Prepares budgets for staff, equipment, and supplies;
10. Organizes office operations and procedures;
11. Supervises Operations Division office staff;
12. Performs related work as assigned

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university in business administration, public administration, management, or related field and five (5) years experience of increasingly responsible experience in office management, of which at least two (2) years shall have been managing staff and with responsibility for division budget and planning. Additional experience may be substituted for the required education with a maximum substitution of two (2) years.

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Texas Motor Vehicle Operator’s License;
- Must be able to be insured by the County’s insurance carrier.

OTHER SKILLS, KNOWLEDGE, AND ABILITIES:

1. Knowledge of office practices and administrative procedures.
2. Skill in standard office equipment and software.
3. Ability to implement administrative procedures and to evaluate their effectiveness.
4. Ability to interpret rules, regulations, policies, and procedures.
5. Ability to communicate effectively, to train others, and to supervise the work of others.

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 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 up to 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. Reasonable 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 conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time

OID

- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments 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:

Employee is required to follow all County and departmental safety regulations.

REVISED

EXECUTIVE ASSISTANT I

GRADE: 11

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May assign and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

Certificates, Licenses, Registrations

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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 noise level in the work environment is usually moderate.

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
- 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**
- **communication with others**
- **required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations**