

**HIDALGO COUNTY  
ROAD & BRIDGE**

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**Job Title:** Colonia Access Program Coordinator

**FLSA Status:** Non-Exempt

**Department Code:** 115-042

**Civil Service Status:** Non-Exempt

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**SUMMARY:**

This is highly sensitive position that provides support in administering, monitoring and managing the Border Colonia Access Program including researching data and producing reports on grant. Will coordinate with other government and public/private agencies; and representing the Commissioner at public functions, meetings, etc. as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Employee will monitor existing grant.
- Assist in applying for other grants and programs.
- Urban County Program Funding
- Oversees BCAP projects within Precinct and will be the contact person for Commissioner with the Colonia Access Program Director, project engineer, contractor, TXDOT, and others as necessary.
- Will coordinate with Director on public hearing on projects and other grant programs.
- Supports in research for preparing, presenting and submitting reports and/or requests to immediate supervisor for approval.
- Employee will monitor financial planning schedule for special projects and programs.
- Employee will be the precinct's liaison between public and/or entities, and will be providing assistance to public, external agencies, and persons requesting information.
- May attend meetings, seminars, trainings, etc.
- Other duties as required.

**QUALIFICATIONS 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 general education degree (GED).

- Bachelor's degree in public administration, economics or a related field and/or six (6) years experience in public infrastructure construction and project management.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

- Must possess a valid Texas Driver's License
- Must be able to be insured by the County's insurance carrier

### **OTHER SKILLS AND ABILITIES**

- Ability to review engineering construction plans with knowledge of road construction standards and practices.
- Knowledge of the principals and practices of grant financial administration.
- Thorough knowledge of state agencies and programs.
- Ability to understand, follow and/or give oral and written instructions.
- Ability to communicate effectively, especially orally, with persons of varying education backgrounds.
- Ability to maintain and complete accurate records.
- Employee shall be able to make decisions/corrections as needed and must have strong public relations skills both written and oral.
- 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 and/or the Colonia Access Program.

### **PHYSICAL DEMANDS**

The physical demand 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 use hands to operate tools or controls; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and stoop, kneel, crouch, or crawl, and possess the ability to adjust focus.

The employee must regularly lift and/or move over twenty-five (25) pounds, sit for extended periods of time, and operate assigned equipment. 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 disability to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts.

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.
- Operating assigned equipment.

Maintain mental capacity which permits:

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

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 Departments' safety regulations.

### **LANGUAGE SKILLS**

Bilingual preferred