

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

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<b>Job Title:</b>	<b>Chief Operations Manager</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Dept No:</b>	<b>124</b>	<b>Civil Service Status:</b>	<b>Non-Exempt</b>

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**SUMMARY:**

This is a highly confidential position which requires decision making and county policy implementation. Provides administrative and organizational support to the County Commissioner including researching data and producing reports on various precinct concern/activities. Acts in the capacity of a community relations/government affairs liaison, coordinating activities and reports, addressing community relations concerns, receiving inquires from constituents, government and public/private agencies; and representing the Commissioner at public functions as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Set policies for hiring and oversees adherence to EEOC and affirmative action programs and diversity goals set by the county.
- Approves terminations and exercises care that reasons are well documented and are not arbitrary or discrimination.
- Oversees maintenance of accurate and complete personnel records.
- Ensures that rules concerning confidentiality and retention are followed.
- Keeps abreast of legislation affecting human resources; trains management and monitors company policies to ensure compliance.
- Oversees preparation of job descriptions and compensation programs. Seeks incentive programs that encourage excellent performance and increase retention rates.
- Reviews benefits and tries to maximize job satisfaction while keeping the cost of the benefits package under control.
- Works with top management to set long-term staffing goals and strategies.
- Oversees training and safety programs in context of compliance with government regulations.
- Makes regular reports to Chief Administrator & Commissioner.
- Contributes to team effort by performing other related duties as assigned.
- Conducts special research and/or analysis activities related to the precincts community and economic development programs.
- Employee will manage the CIP budget.
- Employee will implement and manage financial planning schedule for special projects.
- Takes statements from injured employees for Workers' Compensation and maintains/updates all Workers' Compensation claims.
- May be requires to assist in the safety program and insure all rules and regulations are being met in accordance to safety standards.

- May act as initial point of contact for constituents.
- Regular attendance is a must.
- Must 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**

- Bachelor's degree in Business or supervising experience, preferably with government entity, OR
- Any equivalent combination of experience and training which provided the required knowledge, skills and abilities.
- Knowledge in word processing software or program related to maintain a tax database.
- Bilingual is preferred.

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

- Employee must have a current valid Texas Motor Vehicle Operator's License, Class C.
- 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and job duties.

While performing the duties of this job, the employee is required to stand; sit, walk, reach with hand and arms, use hands to finger, handle, or feel objects, tools, or controls, and talk to hear. The employee is required to reach with hands and arms, climb or balance, stoop or kneel.

The employee must occasionally lift and/or move up to thirty (30) 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 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 departments' safety regulations;

Approved 2001