

HIDALGO COUNTY

PRECINCT 1 – ROAD ADMINISTRATION

Job Title:	Executive Assistant Community & Intergovernmental Relations	FLSA Status:	Exempt
Department:	121	Civil Service Status:	Exempt

Job Description Summary:

Plans, directs, and facilitates community and intergovernmental activities and operations within the office of the County Commissioner; prepares and presents the interests of the Precinct to intergovernmental organizations, other government entities and agencies, community groups, business and civic organizations

The Executive Assistant is appointed by the Precinct 1 County Commissioner.

EXAMPLES OF WORK PERFORMED:

1. Serves as the Precinct's representative in various projects, committees, and programs involving interaction with other governmental jurisdictions.
2. Participates on a variety of boards and commissions.
3. Attends, participates in, and speaks to professional groups and committees about Precinct issues.
4. Prepares and recommends to the County Commissioner, policy for the direction and administration of various Precinct and public affairs activities.
5. Prepares sensitive administrative correspondence for the County Commissioner, department heads, and other management and supervisory staff.
6. Directs the planning, development, and implementation of a proactive community relations program.
7. Develops a community outreach strategy for the Precinct.
8. Oversees and conducts various public communication activities to inform the public about Precinct programs and priorities.

MINIMUM QUALIFICATIONS:

A four (4) year college degree from an accredited university or college in public relations, communications or other related field. Four (4) experience in public relations, government or related field which provided the necessary knowledge and skills for this position. Experience and education may be substituted for one another. Substantial experience may be substituted for the required college education as determined by the County Commissioner.

OTHER 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 functions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Texas Drivers 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.

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 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 decision 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:

The employee is required to follow all Precinct and County safety regulations.