

## **COMPLIANCE DIVISION MANAGER I**

**GRADE: 13**

### **GENERAL DESCRIPTION**

Performs routine (journey-level) managerial work overseeing the daily operations and activities of an agency's program(s). Work involves establishing goals and objectives; developing guidelines, procedures, and rules; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Manages activities of staff in program area(s).

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

Develops and implements techniques for evaluating program activities.

Develops and evaluates budget requests.

Plans, implements, coordinates, monitors, and evaluates policies and procedures.

Identifies areas of needed change, and makes recommendations to improve operations.

Provides technical guidance in the program area.

Oversees the preparation of management and productivity reports and studies.

Oversees special investigations and research studies.

May oversee the preparation, development, review, and revision of legislation.

May represent the agency at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.

Plans, assigns, and supervises the work of others.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

One to two (1-2) years of experience in the management of a program relevant to the assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and 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.

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 find, 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:**

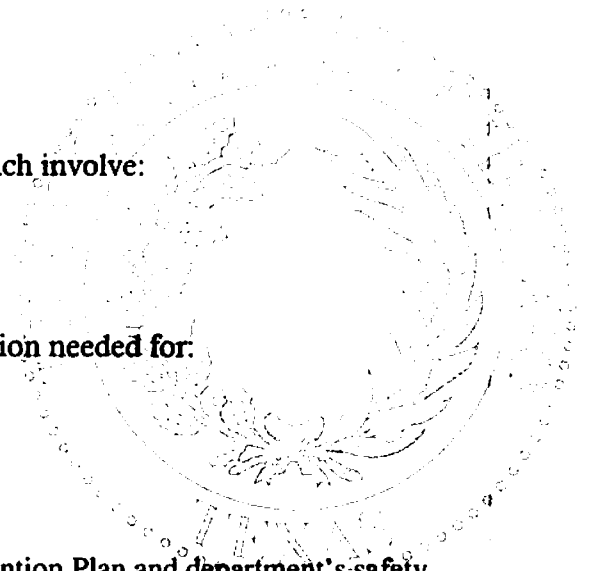
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

**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



## DEPUTY DIRECTOR

GRADE: 18 19

### GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work; Work involves specialized knowledge of state government, strategic planning, and County administration. Works closely with the executive director on the day-to-day operations of the County; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Provides counsel and advice to the executive director regarding County operations

Manages the day-to-day operations of the County

Ensures that the agency adheres to County goals and objectives

Provides counsel and advice to members of the Legislature upon request

Provides information and advice to state agencies and the general public regarding County activities and responsibilities

May act as executive director in the absence of the executive director

Performs related work as assigned

### GENERAL QUALIFICATION GUIDELINES

#### Experience and Education

Five (5) years of experience in public administration and/or management work; Graduation from an accredited four-year college or university with major course work in business or public administration; Master's degree in Planning, Public Administration or Business Administration. Experience and education may be substituted for one another.

#### Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws and regulations and of the principles and practices of public administration and management

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to direct the development of County policies and procedures; to prepare concise reports; to make

presentations and testify at hearings; and to plan, assign, and/or supervise the work of others

### **Certification, Registration, or Licensure**

May be required to be certified, registered, or licensed in a specialty area

### **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 find, 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:

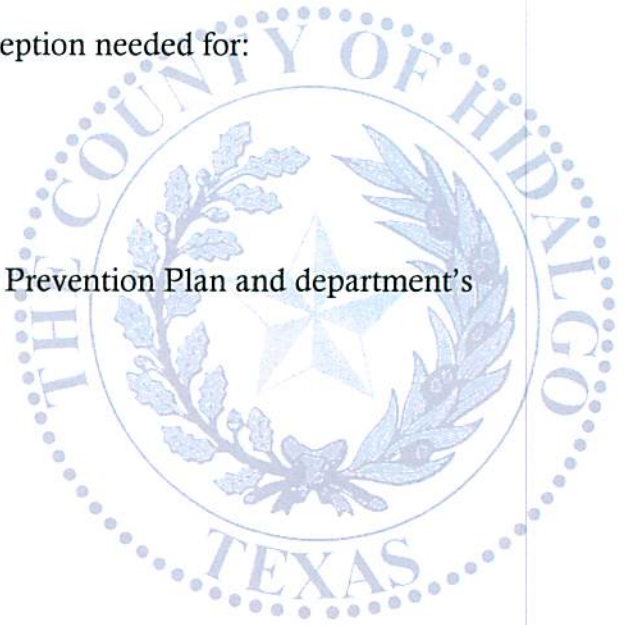
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## CONTRACTS MANAGER

**GRADE: 12**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) contract management work. Work involves developing and evaluating a broad range of contracts; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Develops contracts by identifying provider resources, describing services to be rendered, and negotiating contract specifications

Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies

Administers the billing process and eligibility monitoring functions for contract billing

Evaluates expenditure data and makes projections to ensure appropriate use of funds

Reviews fiscal expenditure reports for completeness, appropriateness, and accuracy

Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements

Assists with negotiating contract renewals and amendments

May recommend the cancellation of contracts

May prepare specifications for requests for bids

May recruit provider and donor resources

May train others

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Experience in contract development or evaluation work; 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.

## **Knowledge, Skills, and Abilities**

Knowledge of contracting regulations and policies as well as community resources and structures

Ability to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements; to negotiate features of a contract; and to train 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.

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 find, 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
- operating assigned equipment

Maintain mental capacity which permits:

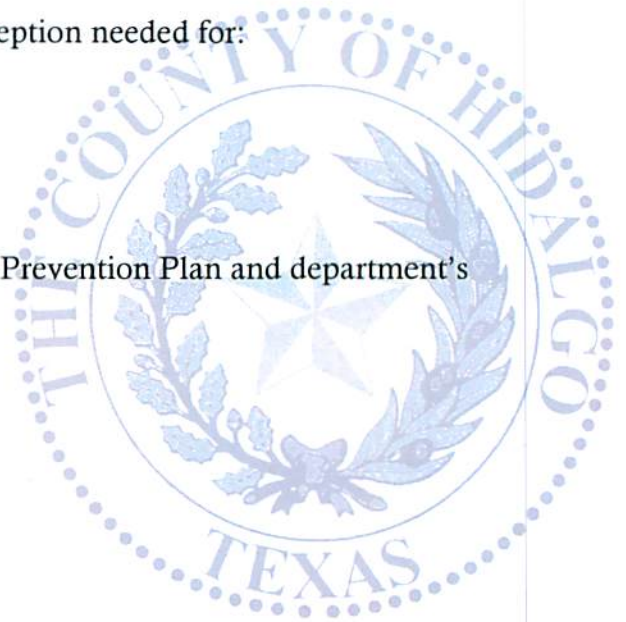
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## **PROGRAM COORDINATOR II**

**GRADE: 12**

### **GENERAL DESCRIPTION**

Performs journey-level technical assistance regarding program rules and regulations. Performs review and documents all phases of project selection, progress, and completion. Travels to job sites to ensure project compliance. Reviews and approves contract compliance and project eligibility. May supervise others.

### **EXAMPLES OF WORK PERFORMED**

Performs grant writing

Program implementation for all State projects, including, but not limited to, Colonia Planning, Colonia Construction Grants, Self Help Center, Colonia EDAP Programs

Maintain, perform and review all related duties to projects such as surveys, requests for payments, procurement compliance, site visits and inspections, reviews specs and plans, bid process, etc.

Oversees technical assistance to local representatives and non-profit organizations

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Review and recommend project payment requests to Supervisor

Process amendment and other program changes as necessary

Oversee the preparation of monthly, quarterly, and annual activity reports

Assign staff to maintain project files

Ability to work well with others

Performs all other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Four (4) years of experience in direct administration of community program funds or work in municipal or county environment. Graduation from an accredited college or university with a Bachelor's in Political Science, Business Administration or related field required. Two (2) years of experience maybe substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

**Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

**Knowledge, Skills, and Abilities**

Knowledge and experience in interpreting federal rules and regulations

Good verbal and written communication

Knowledge of MS Word, Excel and 10-key calculator

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents

Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

Ability 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.

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 find, 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
- operating assigned equipment

Maintain mental capacity which permits:

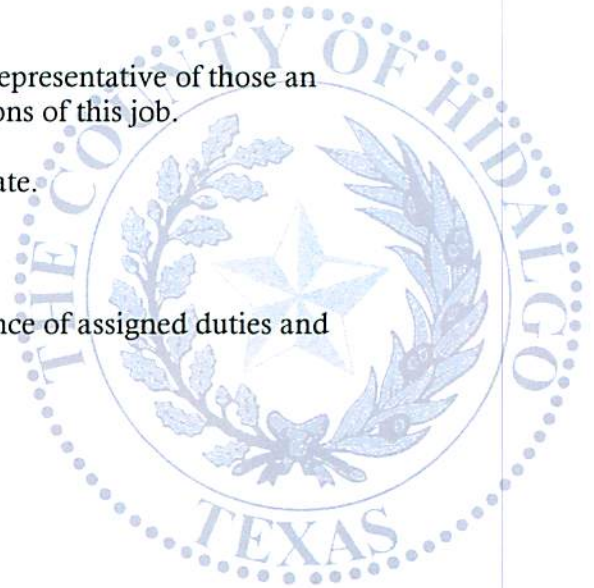
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## PROGRAM COORDINATOR I

**GRADE: 10**

### **GENERAL DESCRIPTION**

Performs entry-level technical assistance regarding program rules and regulations. Work involves coordination of assigned program in the county's departments. Responsible for coordination of a variety of community activities and programs.

### **EXAMPLES OF WORK PERFORMED**

Develop and implement a variety of programs, projects and activities

Coordinate with existing organizations to address community economic or social service needs

Conducts needs assessments and meets with community residents, leaders and community groups to identify needs and available resources

Collaborate with other organizations to plan and develop programs and activities or improve coordination of existing services offered by the county

Research funding sources, develop short and long range plans, and compile informational reports

Assists in the development and monitoring of project and/or program budgets

Assists in the development and implementation of operating policies and procedures

Assist in maintaining, performing and reviewing all related duties to projects such as surveys, requests for payments, procurement compliance, site visits and inspections, reviews specs and plans, bid process, etc.

Assist in preparing and recommending approval of project eligibility, environmental review, and citizen participation documents

Chart project progress and program compliance

Assists in preparing monthly, quarterly, and annual activity reports

Maintains project files

Assists in the preparation of public notices and in conducting public meeting

Ability to work well with others

Performs all other related duties as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Two (2) years of experience in administration of community program funds or work in the municipal or county environment preferred. Graduation from an accredited college or university with a Bachelor's in Political Science, Business Administration or related field preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

### Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

### Knowledge, Skills, and Abilities

Knowledge and experience in interpreting federal rules and regulations

Good verbal and written communication

Knowledge of MS Word, Excel and 10-key calculator

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents

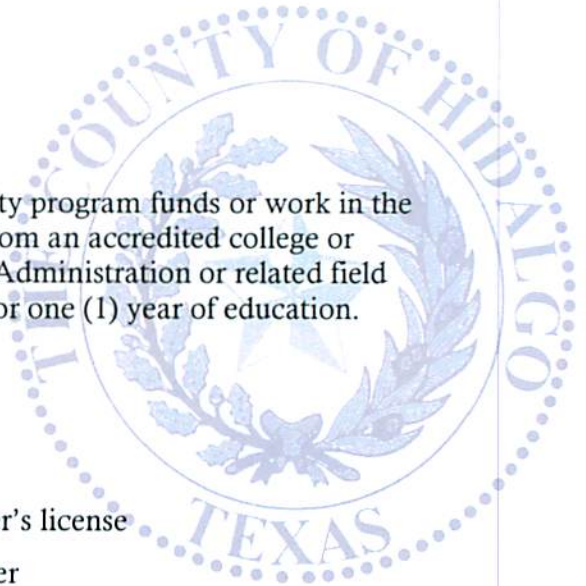
Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

### **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 find, 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
- 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

# UCP COORDINATOR I

**GRADE: 10**

## **GENERAL DESCRIPTION**

Performs routine (entry-level) technical assistance in grant management work. Work consist of reviewing and documenting all phases of various community programs offered through Hidalgo County's Urban County department including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting.

## **EXAMPLES OF WORK PERFORMED**

Responsible for program implementation of various federal and state grant programs offered through the county's Urban County department

Responsible for preparing and reviewing applications for grant funding of various community programs

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Assists in the preparation of public notices and conducting public meetings

Analyze data for planning and publication

Coordinate funding deadlines with municipalities, citizen groups, and/or other community organizations

Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process request

Assists in preparing monthly, quarterly, and annual activity reports

Provides technical assistance and support regarding program rules and regulations to other local departments

Performs all other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two (2) years of experience in direct administration of grant funds or work in the municipal or county environment preferred. Graduation from an accredited four-year college or university with a Bachelor's degree in Political Science, Business Administration or related field is generally preferred; other degree majors may be considered. Two (2) years of experience maybe substituted for one (1) year of education.

## **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

## **Knowledge, Skills, and Abilities**

Knowledge and experience in interpreting federal, state, and local rules and regulations

Knowledge of grant management

Knowledge and skill in the use of required computer software and other county computer systems

Good verbal and written communication

Knowledge of MS Word, Excel and 10-key calculator

## **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 find, 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
- operating assigned equipment

Maintain mental capacity which permits:

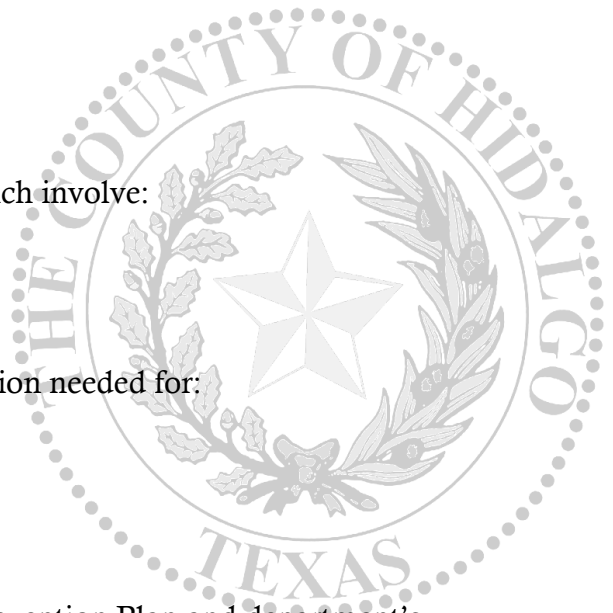
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## **UCP COORDINATOR II**

**GRADE: 12**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) technical assistance in grant management work. Work consist of reviewing and documenting all phases of various community programs offered through Hidalgo County's Urban County department including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting. May supervise the work of others.

### **EXAMPLES OF WORK PERFORMED**

Responsible for program implementation of various federal and state grant programs offered through the county's Urban County department

Responsible for preparing and reviewing applications for grant funding of various community programs

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Assists in the preparation of public notices and conducting public meetings

Analyze data for planning and publication

Coordinate funding deadlines with municipalities, citizen groups, and/or other community organizations

Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process request

Prepares monthly, quarterly, and annual activity reports

Provides technical assistance and support regarding program rules and regulations to other local departments

May train and/or supervise other department employees

Performs all other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three to five (3-5) years of experience in direct administration of grant funds or work in the municipal or county environment preferred. Graduation from an accredited four-year

college or university with a Bachelor's degree in Political Science, Business Administration or related field is generally preferred; other degree majors may be considered. Two (2) years of experience may be substituted for one (1) year of education.

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Knowledge and experience in interpreting federal, state, and local rules and regulations

Knowledge of grant management

Knowledge and skill in the use of required computer software and other county computer systems

Excellent verbal and written communication skills

Proficient knowledge of professional letter writing

Knowledge of MS Word, Excel and 10-key calculator

### **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 find, 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
- 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



## ADMINISTRATIVE ASSISTANT III

**GRADE: 08**

### **GENERAL DESCRIPTION**

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

### Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; 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.

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 find, 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
- 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



## **DIVISION DIRECTOR – UCP FINANCE**

**GRADE: 17**

### **GENERAL DESCRIPTION**

Direct and supervise the flow of work of the financial accounting staff. Interpret financial data, answer questions as needed and maintain the accuracy of financial records and reports. Manage financial accounting staff to provide excellent-level governmental accounting services.

### **EXAMPLES OF WORK PERFORMED**

Supervise Finance Division

Conduct final weekly review of Accounts Payable

Conduct final weekly approval of IDIS, DRGR and State Stimulus Drawdowns

Prepare CDBG, HOME, ESG, HPRP, NSP and State Expenditure reports

Prepare monthly expenditure ratio reports

Prepare Monthly and Year End Financial statements

Prepare budget forecast reports

Prepare Quarterly Federal Cash Transaction Reports for programs

Prepare administrative budgets

Prepare Financial Report for CAPERs (Annual Performance Report)

Provide yearend audit information

Prepare cash on hand reports

Approve Bank Reconciliations

Ensure accuracy of financial records and reports; Review for proper classification and resolve discrepancies

Assist division heads and their staff with the interpretation of financial data and solve problems encountered with financial records

Develop and maintain general ledger and budgetary accounting system

## **GENERAL QUALIFICATIONS GUIDELINES**

### **Experience and Education**

Three (3) to Five (5) year experience in Accounting or Auditing including three (3) years in a supervisory position directing accounting activities, two (2) years of which were in a government environment; Graduation from an accredited four college or university with a Bachelor's degree in Accounting or related field required.

### **Certificates, Licenses, Registrations**

- Applicant must have a current valid Texas Motor Vehicle Operator license and current liability insurance
- Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills and Abilities**

Knowledge of the department's fiscal programs, of governmental accounting or budget control methods, policies, and procedures; and laws and regulations pertaining to financial operation.

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, and to assign and/or supervise the work of others.

Knowledge in General Accepted Accounting Principles (GAAP)

Proficient knowledge of management principles and practices applicable to government functions, programs and processes.

Effective oral and written communication skills in a local government setting

Strong analytical and conceptual skills

Ability to resolve issues and overcome obstacles needed to achieve objectives

Ability to maintain a professional presence and demonstrate sound judgment in answering questions and releasing information to insure relevant, reliable and accurate information is provided in a timely basis

## **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 the 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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hand to find, 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 closing 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

## **PROGRAM SPECIALIST**

**GRADE: 09**

### **GENERAL DESCRIPTION**

This position involves the drafting of plans for the rehabilitation or reconstruction of homes. The position requires travel to the project site and documenting conditions and measurements.

### **EXAMPLES OF WORK PERFORMED**

Inspect homes to housing quality standard violations

Documentation of conditions and measurements

Drafting of plans for rehabilitation or reconstruction of homes

Coordinating plans with specifications

Reports to UCP Director on a regular basis communicating the progress of the Program

Performs such other duties as may be assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Bachelor's degree in engineering related field; One (1) year of related experience; Supervisor/ management experience preferred. Two (2) years of experience may be substituted for one (1) year of education.

#### **Knowledge, Skills, and Abilities**

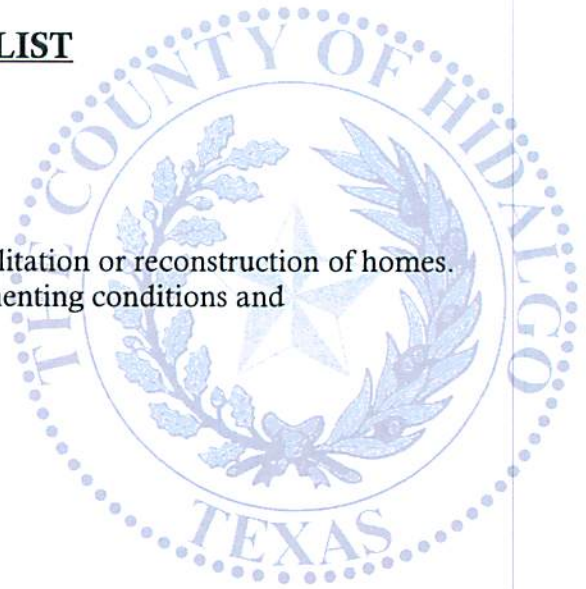
Good understanding and knowledge of CAD system is required

Good understanding and knowledge of Housing Quality Standards and other structures is required with a good understanding and knowledge of terminology and related aspects of construction

### **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 find, 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

# **HOUSING SPECIALIST I**

**GRADE: 9**

## **GENERAL DESCRIPTION**

Perform routine (entry-level) technical assistance that involves assessing participants housing needs, conducting environmental reviews and assessments, drafting of plans and specifications for the rehabilitation or reconstruction of homes. The position requires travel to the project site and documenting conditions and measurements.

## **EXAMPLES OF WORK PERFORMED**

Inspect homes to housing quality standard violations

Conduct initial house assessments

Perform environmental reviews and assessments

Document the housing conditions, measurements and what needs addressing

Drafting of plans for rehabilitation or reconstruction of homes

Coordinating plans with specifications with applicants and the County Purchasing Department

Conduct demolition, foundation inspections at 50% and 100%

Assist in the preparation of the contractors' requests for reimbursements

Evaluate contractors' performance on a quarterly basis

Process contractor applications and ensures eligibility of contractor

Report to the Division Director on a regular basis communicating the progress of the Projects

Perform such other duties as may be assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Associate's Degree with course work in engineering or related field in generally preferred; One (1) to two (2) years in direct administration of federal/state program funds or work in municipal or county environment preferred. Two (2) years experience may be substituted for one (1) year of education.

## **Knowledge, Skills, and Abilities**

Experience with a CADD system is required

Good understanding and knowledge of Housing Quality Standards and other structures is required with a good understanding and knowledge of terminology and related aspects of construction

## **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 the 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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hand to find, 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:

- 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