

**Exhibit A**

Hidalgo County  
DEPARTMENT OF BUDGET & MANAGEMENT  
ADDITION TO POSITION INVENTORY

GRADE	Position Title	APPROVAL DATE	AI #	JOB DESCRIPTION?
16	ASSISTANT COMMANDER	1/25/2011	24950	ONLINE
15	ASSISTANT PUBLIC HEALTH PREPAREDNESS COORDINATOR	7/27/2010	22138	ATTACHED
18	ATTORNEY IV	9/27/2011	2012 BP	ONLINE
20	ATTORNEY V	9/27/2011	2012 BP	ONLINE
11	BI-NATIONAL COORDINATOR	9/14/2010	22733	ONLINE
17	CJIS ADMINISTRATOR	4/5/2011	26055	ATTACHED
5	COLLECTIONS ENFORCEMENT OFFICER I	7/19/2011	27469	ONLINE
7	COLLECTIONS ENFORCEMENT OFFICER II	7/19/2011	27469	ONLINE
9	COLONIA ACCESS PROGRAM COORDINATOR	5/11/2010	21114	ONLINE
5	COMMUNITY PEER COUNSELOR	2/8/2010	19706	ATTACHED
17	DEVELOPER & SYSTEM ENGINEER	12/30/2010	24523	ATTACHED
17	DIVISION DIRECTOR, UCP FINANCE	8/30/2011	28174	ATTACHED
10	ELECTRICIAN II	3/16/2010	20336	ONLINE
11	EMPLOYEE BENEFITS SPECIALIST II	5/18/2010	21218	ONLINE
9	ENVIRONMENTAL COMPLIANCE MONITOR	5/23/2011	26777	ATTACHED
15	ENVIRONMENTAL HEALTH SERVICES DIVISION MANAGER	6/14/2011	26997	ATTACHED
9	HOUSING SPECIALIST I	8/30/2011	28174	ATTACHED
8	LACTATION SPECIALIST	9/25/2012	34135	ATTACHED
6	PEER COUNSELOR MANAGER	2/8/2010	19706	ONLINE
10	PUBLIC AFFAIRS SPECIALIST I	3/7/2011	25567	ONLINE
11	PUBLIC HEALTH TECHNICIAN II	6/14/2011	26997	ONLINE
17	REGISTERED NURSE V	1/25/2011	24704	ONLINE
18	TB PROGRAM MANAGER	8/10/2010	22308	ATTACHED
16	TB REGISTERED NURSE	1/25/2011	24704	ATTACHED
10	UCP COORDINATOR I	8/30/2011	28174	ATTACHED
12	UCP COORDINATOR II	8/30/2011	28174	ATTACHED

## ASSISTANT PUBLIC HEALTH PREPAREDNESS COORDINATOR

**GRADE: 15**

### **GENERAL DESCRIPTION**

Works under direction of Public Health Preparedness Coordinator, with overall administered by Public Health Chief Administrative Officer, supports the management responsibility of Public Health Emergency Preparedness (PHEP) Grant, and Early Warning Infectious Disease System (EWIDS) Grant. Responsible for updated training and direct supervision for planning, developing, revising, and implementing public health policies and procedures; Makes recommendations for implementing changes and corrective procedural actions

### **EXAMPLES OF WORK PERFORMED**

Assists with PHEP budget development and fiscal management

Conducts public relations, with the ability to communicate effectively verbally and in writing with public, staff, partners, and stakeholders

Assists with governmental and public health agency structures and resources for innovative practices in public health emergency preparedness, surveillance, and response

Maintains positive working relationships with county emergency management and other public and state/federal agencies in order to address possible health threats whether natural or man-made

Assists with all written reports and correspondence, implements changes, resolves conflict, and solves problems with staff

Ability to lead mediation on various problems solving issues, goals, etc. with staff and funding sources

Develops creative programs which increased efficiency and effectiveness while pursuing additional resources for sustainability

Assists the supervision of all aspects of Public Health Emergency Preparedness and the Response staff and activities

Assists with staff leadership, support, and management of grant responsibilities

Assists with requisite planning activity reports, budget submissions, and/or other documentation for federal and state emergency response funding sources, and adheres to budgetary procedures outlined by county and state auditors.

Assists with development of performance plans and evaluation of PHEP (Bioterrorism) Preparedness Program and other departmental staff

Assists the public health preparedness coordinator in developing jurisdictional emergency plans by attending meetings and facilitates discussions, reviewing concepts and procedures and coordinating emergency response efforts of various department divisions.

Assists with administrative, technical, and planning duties to integrate bioterrorism and emergency response plans with other emergency management programs as per grant guidelines

Supports and designates staff to serve on teams and working groups for PHEP (Bioterrorism), EWIDS,

Assists in monitoring accounts/expenditures/balances of PHEP (Bioterrorism) and EWIDS Grant budget

Assists with grant requests and completes proposals as directed; performs on-site reviews/audits of PHEP (Bioterrorism) initiatives and collaborated efforts

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

Required to be "on call" as assigned or during an event.

Performs other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Bachelors Degree in Public Health Care Administration, Business Administration, Public Health Administration or a related field. Five years of experience in emergency management, public health/community planning, or other related work experience required.

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

Knowledge of public health principles and practices, laws and regulations, scientific management, information systems, civil service systems organizational development, and systems analysis

Must possess a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

Bilingual preferred

### **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

## CJIS ADMINISTRATOR

**GRADE: 17**

### **GENERAL DESCRIPTION**

Under general supervision of the Chief Information Officer, the position will focus on the transition of a next generation Criminal Justice Information System (CJIS). This is a long-term project that will benefit and affect justice stakeholders in Hidalgo County using said system. There is a great amount needed to ensure the proper design, implementation and deployment of Hidalgo County's next generation of CJIS.

### **EXAMPLES OF WORK PERFORMED**

Responsible for managing the County's CJIS Go-Live implementation

Will map out CJIS project objectives, timelines and properly allocate justice user, resources and monetary projections

Develops business process improvement for various justice departments to eliminate waste while increasing productivity

Familiarized with the design and implementation both external and intranet websites making CJIS records available via the county's website

Conducts analysis, surveys, questionnaires, focus groups and meetings with all justice departments, agencies and stakeholders

Creates, documents and maintains all phases of the CJIS project for best practices as well as be ready for audit purposes

Must be knowledgeable with servers, related hardware, software and related services for CJIS troubleshooting purposes and to minimize any downtime

Must learn the County's procurement and accounting system to ensure the proper funding of project's expectation, anticipation and to ensure project does not go over budget

Will develop and implement methodical process of data migration from CJIS legacy into our next generation

Will develop and conduct extensive countywide training sessions to maximize number of users and/or departments using our next generation

Will maintain, modify and/or enhance new CJIS practices, policies & procedures before, during and after its implementation

Must be able to manage system resources and users

Maintains integrity of County Criminal Justice records

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Bachelor's degree in Information Technology with at least five (5) years of experience in technology. Supervisory experience a must.

### Certificates, Licenses, Registrations

IT certifications preferred.

Must possess a valid Texas Driver's License, Class C.

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

### Knowledge, Skills and Abilities

Must have knowledge in UNIX, WINDOWS, SQL and website development

Must have experience in technology procurement

Able to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

Able to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.

Able to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

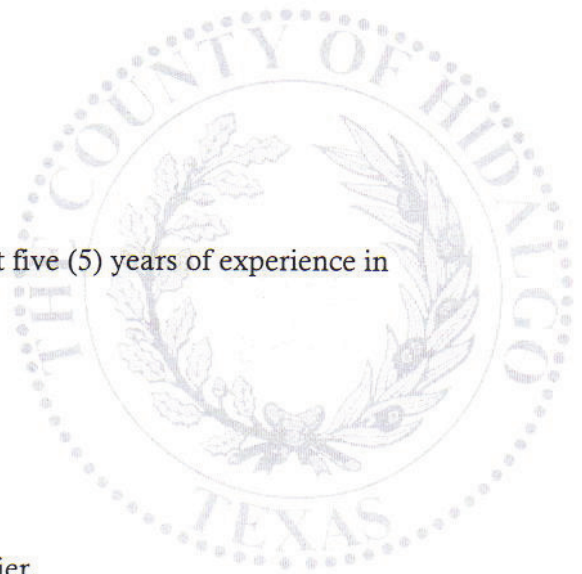
Ability to speak to people with poise, voice control and confidence when dealing with public and county officials

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

Able to deal with people when giving and receiving instructions

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;



### **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 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 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

## COMMUNITY PEER COUNSELOR

**GRADE: 05**

### **GENERAL DESCRIPTION**

Employee responsible for breastfeeding promotion of WIC participants. Work involves communicating with WIC participants individually through community group breastfeeding education classes, or one to one counseling in the hospitals. Organize activities related to breastfeeding promotion and present accurate breastfeeding information. Must be able to document and keep accurate records. Accurate breastfeeding information must be presented in an enthusiastic manner. She should be a model of good parenting and breastfeeding skills.

### **EXAMPLES OF WORK PERFORMED**

Provide advance breastfeeding counseling to breastfeeding patients who encounter minor breastfeeding problems and provides follow-up. Perform hospital visits according to the standards set by the local hospital

Counsel pregnant and breastfeeding mothers individually about normal breastfeeding methods and how to avoid common breastfeeding problems

Record counseling encounters accurately

Counsel WIC pregnant or nursing mothers by telephone as requested or assigned. Follow up with new mothers by telephone

Teach nutrition education classes for pregnant and breastfeeding women enrolled on the WIC program

Distributes breastfeeding information in prenatal/ breastfeeding classes. Provides accurate information and promotion of the benefits of breastfeeding

Addresses specific concerns of expectant mothers and correct misinformation which may prevent a pregnant woman from breastfeeding

Promote breastfeeding within the clinic by preparing bulletin boards and displays

Promotes breastfeeding in the community in conjunction with outreach activities

Oversee the issuance of breast pumps. Issue breast pumps to eligible breastfeeding women according to the WIC-established procedures

Explain proper pump use before distribution. Follow up with those issued breast pumps to assure success of use

Attend WIC staff meetings on a monthly basis

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Two (2) years experience in patient care preferred. Graduation from a standard senior high school supplemented by advanced breastfeeding training generally preferred. Two (2) years of experience maybe substituted for one (1) year of education.

### Knowledge, Skills, and Abilities

Understanding of use of State WIC computer

Able to operate a TV-VCR

Be able to use a personal computer, including use of Word, Excel, and the internet.  
Knowledge of access helpful

Able to operate and instruct patients about Breast pumps, manual and electric

### **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:

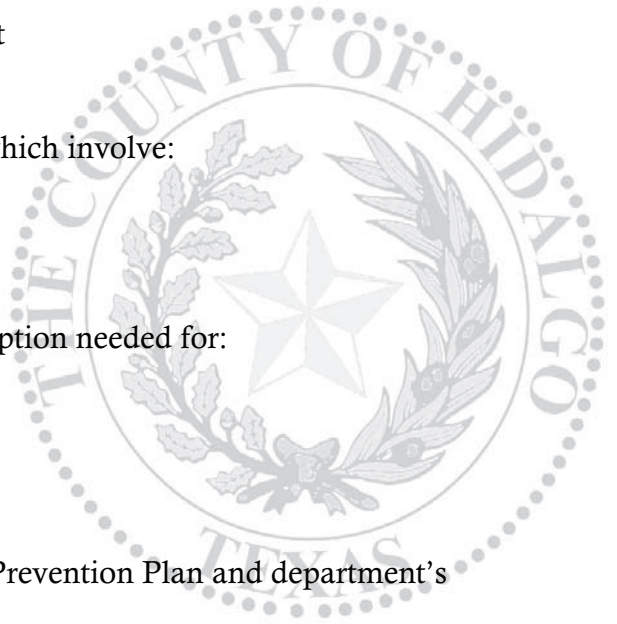
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## **DEVELOPER AND SYSTEM ENGINEER**

**GRADE: 17**

### **GENERAL DESCRIPTION**

Performs complex (senior-level) software development. Work involves analyzing, designing, programming and developing web and form based applications. Oversees all aspects of the county department's databases. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Coordinates system development tasks to include design, integration, and formal testing

Designs, codes, and debugs applications in various software languages

Performs software analysis and identifies code metrics, system risks and software reliability

Oversees all transitions into production

Develops and completes actions in system specifications, technical and logistical requirements and other disciplines

Creates and maintains programmatic and technical documentation to ensure efficient planning and execution

Performs software modeling and simulation

Manages and documents system configurations

Notifies and trains users on changes to assigned hardware and software

Provides assistance to office staff with computer software, hardware or system problems

Prepares recommendations on software and hardware programs

Develops, implements, and maintains the department's policies and procedures regarding security and disaster recovery to ensure data and systems are secure

Maintains storage management software

Develops test plans for system changes

Automates systems software

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum of seven (7) years of experience in system development, software engineering, or related field required. Graduation from an accredited four-year college or university with major course work in Computer Science, Computer Information Systems or related field preferred. 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 of the practices, principles, and techniques of computer operation; of information systems; of computer software and hardware; of information security policies and procedures; of local and wide area networks; and of the management of information systems

Skill in the use and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems

Ability to operate information technology systems, to troubleshoot and repair equipment, to communicate effectively, and to assign and/or supervise the work of others

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

### **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:

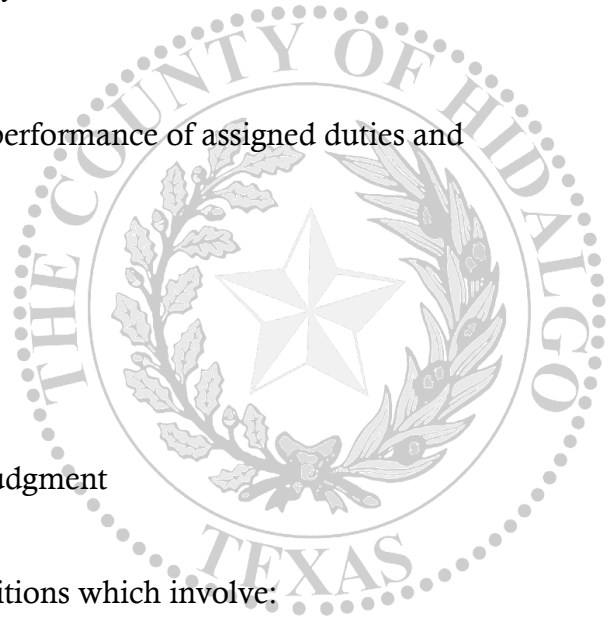
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



## 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

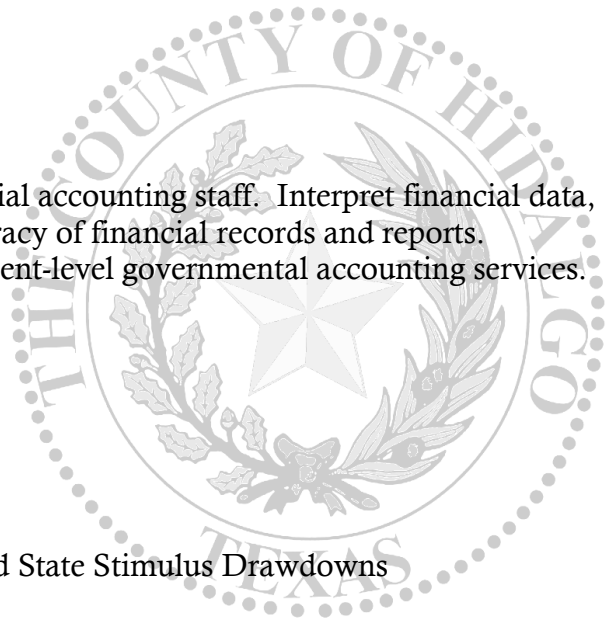
Prepare cash on hand reports

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:

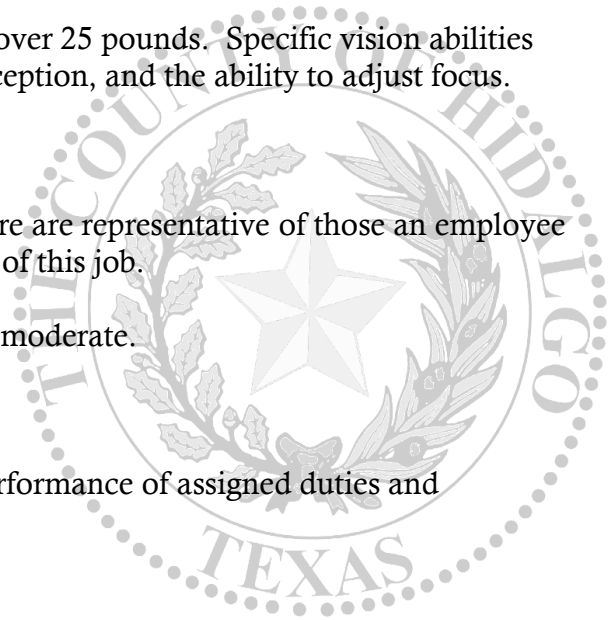
- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

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



## ENVIRONMENTAL COMPLIANCE MONITOR

**GRADE: 09**

### **GENERAL DESCRIPTION**

Under the direct supervision of the Environmental Compliance Coordinator, the Compliance Monitor reviews, inspects plans and specifications of proposed land developments, construction sites, as well as commercial and residential developments to ensure compliance with local, state, and federal environmental regulations as well as planning and engineering codes.

### **EXAMPLES OF WORK PERFORMED**

Reviews and analyze plans and specifications by applying knowledge of general construction practices and methods, erosion and sedimentation control methods and strategies, water quality and drainage theory

Investigates and studies environmental complaints and responds as necessary

Coordinates with contractors, engineers, owners, and other stakeholders to resolve issues and assist in ensuring compliance of development projects with environmental regulations

Coordinates County activities and projects with local and regional MS4's and environmental groups

Inspects permitted land development and construction sites for compliance with environmental protection regulations

Performs initial, ongoing, and final site inspections and evaluates best management practices for erosion and sedimentation control

Performs final inspections of drainage facilities and other site improvements

Identifies locations of environmental sensitive resources

Provides technical assistance and education to citizens, community, special interest groups and developers on environmental and engineering codes, requirements, and regulations

Assist in the development and maintenance of county storm water management plans

When directed, provide testimony for enforcement cases

Issues directives and initiates enforcement actions for non-compliance with environmental and drainage regulations

Assist in collecting County MS4 data requirements

Assist in coordinating with County personnel and other departments to ensure all aspects of the Hidalgo County MS4 plan are communicated, implemented, and evaluated

Assist in coordinating with the Planning Department to ensure accurate knowledge of subdivision regulations and adherence to local, state, and federal regulations

Assist in coordinating with the Health Department to ensure accurate knowledge of septic tank regulations and adherence to local, state and federal regulations

Assist in coordinating with the Public Affairs Division to develop and implement accurate and appropriate information to county employees, the public, and contractors doing business with Hidalgo County

Assist in conducting prospect research to search for external funding opportunities

Respond to duties as assigned that will assist in the successful completion of Department and County environmental goals and objectives

Be able to develop training modules in training others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Preferred: Five years (5) years of experience in Public Administration with emphasis in managerial, communication and grant funded initiatives. Bachelor's Degree in Administration, Environmental Studies, Natural Science or a related field.

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

Knowledge of Federal, State, and Local Texas Administrative Code and Procedures

Knowledge of Judicial System to ensure compliance with issuing citations within appropriate time frame requirements

Knowledge of Hidalgo County policies and procedures

Knowledge of Hidalgo County permits procedures for subdivision regulations, subdivision plats, and/or septic tank installations

Knowledge in creating, implementing, and evaluating Storm Water Management Plans

Skill in issuing citations for violations of criminal and/or civil regulations

Skill in reading, understanding and interpreting related federal, state, and local laws

Skill in conducting inspections, surveys, and investigative research and studies

Skill in analyzing and interpreting environmental issues, including erosion, sedimentation, storm water, and other related issues

Skill in technical and scientific report preparation

Skill in utilizing tools and equipment used in environmental inspections, including personal desktop and laptop computers, video camera, digital camera, DVD player, GPS equipment, and cell phone

Skill in establishing and maintaining effective working relationships with supervisors, co-workers, contractors, other agencies and organizations, and the public

### **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



## ENVIRONMENTAL HEALTH SERVICES DIVISION MANAGER

**GRADE: 15**

### **GENERAL DESCRIPTION**

Under the immediate supervision of the Public Health Chief Administrative Officer, the Division Manager will oversee the day to day management of public health health environmental service to include Sanitarian / Health Inspections, OSSF Septic System Inspections, Vector Control, Zoonosis, Animal Control, and TCEQ coordination within Hidalgo County. The position requires is a clear understanding and knowledge of the local, State, and Federal rules and regulations in the specified fields of supervision

### **EXAMPLES OF WORK PERFORMED**

Assists with development, implementation, and administration of the Environmental Health Programs

Investigates or oversee investigations on various sanitation / public health concerns which may lead to communicable disease or public health risks and educates the public on personal hygiene various sanitation related topics

Must have a clear understanding of rules and regulations as governed by TCEQ and the Texas Water Development Board

Must collaborate with the various County departments and personnel assigned to provide oversight and compliance with the Federal and State required Municipal Storm Water remediation (MS-4) action plan

Performs public education, including radio, television, and newspaper interviews with Health Chief Administrative Officer consent

Conducts school workshops, disseminates information regarding sanitary methods in eating and drinking establishments, rabies control, swimming pool safety, and communicable disease prevention and control Works on specific environmental health studies as assigned

Inspects private and semi-private water and rural sewer system installations and operation

Coordinate soil analyses, water quality, and relate subdivision inspections in coordination with the Planning Department, Fire Marshals, and other related agencies

Inspects unsanitary conditions within the County which may yield various public health threats and implement action to correct and prevent from such threats from occurring. i.e. vector related, zoonosis related illness or concerns

Documents all environmental health complaints. And documents the out comes of stated complaints

Represents the Administration on Environmental Health matters in the absence of the Health Chief Administrative Officer or designee, with proper consent

With adhere to all the state and federal guidelines and required by code

Will be accountable for all supervision and performance of assigned employees

Will be responsible to review all time sheets, leave request and travel claims and/or county vehicle assigned to staff under your direction

Regular attendance is required

All other duties as assigned by the Public Health Chief Administrative Officer and/or designee

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Ten (10) years of experience as a OSSF Health Inspector with Five (5) of those years as a manager in Public Health. Graduation from a standard high school or GED equivalent.

### **Certifications, Licenses, Registrations**

Must have proof of a current valid Texas Motor Vehicle Operator's License to operate county

Must be able to be insured by County Insurance carrier

Must possess Texas DSHS approved OSSF/DR license, Certified in Vector Control and Animal Control

Must be certified and maintain continuing education hours as required by the state certification board

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

Ability to work well with others in a respectful and professional manner

Ability to demonstrate management skills in supervising various employees of different professions and vocational backgrounds

Ability to communicate effectively orally and in writing complex technical instructions

May be required to work other than normal hours including weekends and holidays

### **Immunization/TB Screening Requirements**

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required

## **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 near and distant vision, depth perception, color perception, and the ability to adjust focus or be corrected to 20/20.

## **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 low.

## **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: 09**

### **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

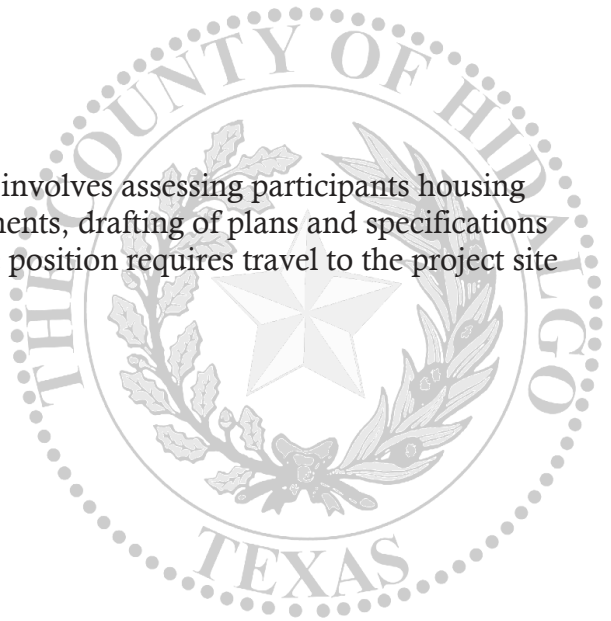
### **GENERAL QUALIFICATION GUIDELINES**

#### **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 of experience may substitute 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 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



## **LACTATION SPECIALIST**

**GRADE: 08**

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) breastfeeding education. Provides education, assistance and support to breastfeeding mothers and their infants to attain a successful breastfeeding relationship; Assists in training, coordinating, and helping peer counselors. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Evaluates breastfeeding process between mothers and their infant, develops and implements a feeding plan based on the individual needs and goals of the breastfeeding mother/infant including evaluation of outcomes and appropriate follow-up

Provides consultation, support, counseling and educational classes for families experiencing routine and/or complex issues associated with lactation and breastfeeding

Counsels participants with BF situations requiring special assistance

Conducts home visits as needed.

Acts as liaison for the department with other medical and community agencies

Assists in developing and approving schedules, priorities, and standards for achieving goals; and directs evaluation activities.

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

Provides technical guidance in the program area

Responds to clients with high risk breastfeeding questions

Assists with the planning and preparing of breastfeeding awareness activities and other special projects

Actively participates in activities that promote and support exclusive breastfeeding

Plans, assigns, and supervises the work of others.

Performs other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from an accredited college or university with an Associate's degree in nutrition, public health, or related field and two to three (2-3) years of experience providing lactation support and/or instruction. Two (2) years of experience may substitute one (1) year of education.

Bilingual preferred (English/Spanish)

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

International Board of Lactation Consultants Certification

Current Immunization Record and an annual Tuberculin test

Must possess a 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 breastfeeding physiology, anatomy, counseling and training techniques

Knowledge of federal, state, and local policies and regulations that pertain to WIC services

Knowledge of lactation management problems/situations and proper solutions to lactation issues

Knowledge of principles and evidence-based practices of breastfeeding counseling and lactation management

Skill in identifying, resolving, and providing counseling on common to high risk breastfeeding issues

Ability to assist in the management of program activities; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

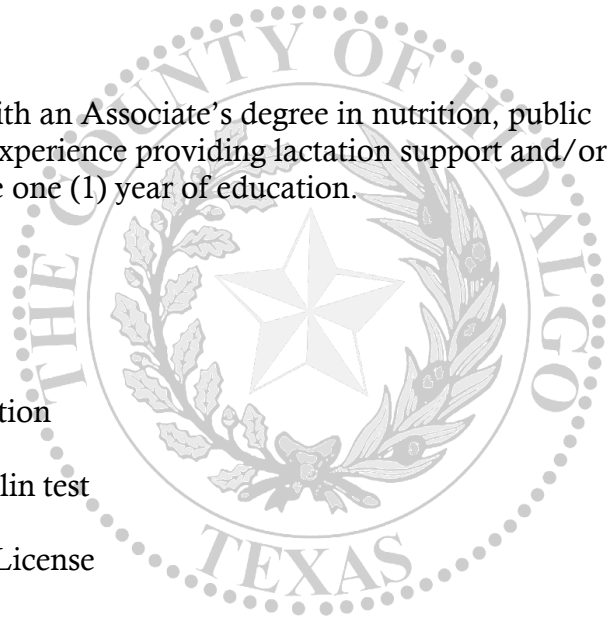
Ability to be organized, efficient and confidentiality

Knowledge of typical problems and constraints that the participants face when promoting breastfeeding

Organizational and interpersonal skills, written and oral communication skills

Ability to assess current operations on an ongoing basis and assist in implementing required changes

Employee may be assigned to other duties in addition to those listed; duties may change according to the changing need of the County.



## **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

## **TB PROGRAM MANAGER**

**GRADE: 18**

### **GENERAL DESCRIPTION**

Functions as a program specialist for the TB Control & Elimination Program in the Health Department under the direction of the DON, Chief Physician and TB Physician; Is responsible for analyzing, developing, implementing, educating, and coordinating TB Program Services in the County (which include identified high risk groups such as County Jail, Shelters, Nursing Homes, etc.); Performs functions as per department policies and DSHS TB standards; Supervises the TB RN Supervisor; Assists other duties as assigned by DON and Chief Administrative Officer.

### **EXAMPLES OF WORK PERFORMED**

Assures compliance of DSHS TB Program Performance measures

Assists the TB RN Supervisor in coordinating the overall operational facets of the Pulmonary Clinic

Coordinates infection control measures policies and procedures to health care facilities (i.e., hospitals, nursing homes etc.) as per DSHS/CDC standards

Coordinates and Implements targeted TB screening activities to identified high risk populations (i.e. detention centers, shelters)

Coordinates surveillance activities with local health care providers

Coordinates with department Epidemiologist the collecting and analyzing of TB surveillance data

Coordinates and implements TB Training Programs for department personnel and professional groups (i.e., county/state & health facilities)

Develops & conducts TB educational activities to community groups (i.e., schools, universities, churches & workforces)

Implements and participates in TB Program QA functions (i.e, monthly TB program reviews, TB client record audits and TB personnel evaluations)

Assists DON with the yearly TB Program Grant renewal applications

Completes and submits, with the DON's approval, the semi-annual and annual TB reports as per DSHS requirement

Assists and/or participates in other assigned activities by the DON and/or the Chief Administrative Officer

## GENERAL QUALIFICATION GUIDELINES

### **Experience and Education**

Currently licensed in the State of Texas as a Registered Nurse; Formal education and training as a Registered Nurse plus 5 years of full-time experience as a practicing RN, plus one year Public Health Nursing job experience, specifically with TB Program; BSN may be substituted for two (2) years of the required experience.

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

Licensed to practice as an RN in Texas

Current CPR certification

Certifications for Pedi Assessments, and HIV counselor is a plus

Employee must have proof of a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

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

Knowledge of professional nursing theory, nursing process, nursing sciences and clinical skills

Knowledge of public health sciences and health care management skills

Skilled in assessment of clients with complex health problems

Ability to function independently; utilize supervisor and consultant resources; communicate effectively orally and in writing; use supervisory and management skills; incorporate principles of teaching, planning and evaluation in case management

Maybe be required to work other than normal or scheduled hours including weekends and holidays

Bilingual required (English/Spanish)

Able to provide services to other assigned clinics as needed

Willingness to work unusual hours as needed

### **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

## **TB REGISTERED NURSE**

**GRADE: 16**

### **GENERAL DESCRIPTION**

Works under the supervision of the RN TB Clinic Supervisor and the TB Physician. Functions as a tuberculosis clinic nurse. Responsible for monitoring all facets of TB Case Nursing Management (compliance of treatment, contract investigation etc.) and those on treatment for latent TB infection. Assists with TB orientation and training of new personnel.

### **EXAMPLES OF WORK PERFORMED**

Monitors assigned TB Cases for DOT/DOPT compliance Toxicity, TB contact investigations, and follow-up per standing protocols

Monitors tuberculosis activities in jails and other correctional facilities

Monitors and when necessary, develops ways of preparing and collecting data required by DSHS special population program

Assists special population TB LVN with completion of reports

Assures reports are submitted in a timely manner

Assists in identifying TB Program needs to plan effective strategies and implement change

Understands and interprets public health laws and regulations as they pertain to tuberculosis control activities

Assists in orienting and evaluating staff performance based on TB Program objectives as needed

Participates in TB Q&A

Assists with monitoring of infection control in the Pulmonary clinic

Follows protocols on lab collection (blood and sputum) and reports abnormal labs to TB M.D., and makes appropriate referrals

Performs other related duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Minimum of three (3) years of experience in nursing work; previous experience in the treatment and monitoring of tuberculosis is strongly preferred; Graduation from an

accredited four-year college or university with major course work in nursing or from an accredited nursing program.

Bilingual required (English/Spanish)

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

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact.

Employee must have proof of a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

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

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures

Ability to provide patient care, prepare and maintain records, and explain public health law

Ability to organize, coordinate, and evaluate nursing activities and delivery of public health services

Ability to interpret policies and procedures, interpret health care regulations, recognize patterns of medical necessity treatment, and to plan, assign, and/or supervise the work of others

Must be able to follow oral and written instructions

Maybe be required to work other than normal or scheduled hours including weekends and holidays.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

### **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:

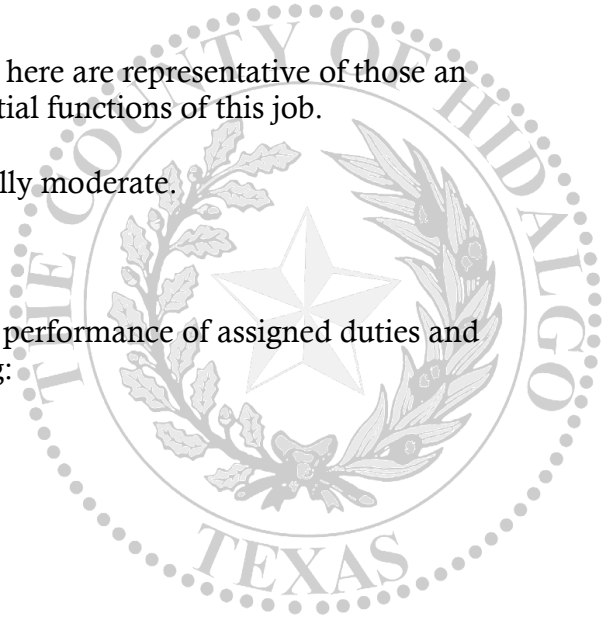
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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

