

# **ADMINISTRATIVE OPERATIONS COORDINATOR IV**

## **GENERAL DESCRIPTION**

Performs advance (senior-level) coordinating work by providing oversight of designated county program/department. Responsible for the supervision of the department's activities and coordinating county-wide as well as department specific projects requested by upper management. Plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Monitors the status of projects as necessary; ensures project aligns with established time lines

Plans, prepares, or oversees the preparation of periodic and special reports

Requests and maintains updates from all departments and parties involved in each project; maintains an accurate time line that reflects the progress of each project and any causes for delays

Interprets policies and procedures and makes administrative decisions

Advises the Executive Officer or other County management staff on administrative/ project matters within the department and/or County

Acts as a department liaison to coordinate, improve and stimulate interest in the assigned project or activities

Plan and coordinate special and administrative assignments and/or projects

Provides performance monitoring, information gathering and reporting

Reviews and analyzes collected data that would allow the information to be presented in a manner useful to other participants in a particular project

Provides assistance to county departments when necessary

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum five (5) years of experience in upper-level management, business management, or a related field required. Graduation from an accredited four-year college or university with a Bachelor's degree in public administration, management, or a field relevant to the assignment is required. Master's degree 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 local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively; and to supervise the work of others.

Good verbal and written communication and presentation skills

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

