



**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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| 1. |               | 6-24-13    | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  my signature | 06.25.13   | DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |               | 07/01/2013 | DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   |            | DATE |                                   |   |

## 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 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

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

**COUNTY OF HIDALGO  
URBAN COUNTY PROGRAM**



**MEMORANDUM**

TO: Esther Cortez, Human Resources Director  
FROM: Diana R. Serna, Director *[Signature]*  
DATE: June 24, 2013  
RE: New position request - UCP Coordinator II

The Urban County Program is requesting approval to create and include the following position in the inventory of positions of the Urban County Program. This position is funded through December 31, 2015 and/or upon exhaustion of grant funds:

1. Urban County Program - TxCDBG Disaster Recovery (Fund 1288)

Slot No.	Position Title	Salary Amount
0003	UCP Coordinator II	\$ 44,583.00

2. Approval to revised salary schedule.

Funds for proposed UCP Coordinator II position and related fringe benefit expenditures available, through the Urban County Program - TxCDBG Disaster Recovery funds (1288-463-00-006-1-XXX).

Should you have any questions, please feel free to contact me or Nydia Vega of my staff at 787-8127.

Thank you

Enclosures