

HIDALGO COUNTY

DIRECTOR OF SPECIAL PROJECTS

GENERAL DESCRIPTION

Provide executive strategic and tactical direction/support to County Officials and upper management staff in the effective development and attainment of goals and operations of county wide projects; handles difficult problems or public policy concerns; manages the development, implementation and oversight of county wide projects.

EXAMPLES OF WORK PERFORMED

Provides direction, guidance, and assistance to high ranking management staff regarding county wide projects and initiatives

Articulate the County's mission and goals in the areas of county wide special projects to County Officials and solicit support in realizing the projects' mission

Supervises the development and implementation of county wide projects

Establishes goals and objectives that support overall strategies; plans and assists with the development of schedules, priorities, and standards for achieving goals

Develops and implements techniques for evaluating project activities

Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy

Attends meetings with County Officials and may represent the County on local, state, or national boards

Acts as a liaison to assist County Officials and upper management staff with questions regarding county wide projects and operations

Plans, assigns, and supervises the work of others

Travel to county offices may be required

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in business, public administration, or other related field

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Political Science or related field

Master's Degree in related field

Two (2) years of experience may be substituted for one (1) year of education maximum of two (2) years substitution

Certificates, Licenses & Registration

Must have a current 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 local, state, and federal laws and regulations relevant to program areas 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 prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others

Knowledge of administrative procedures

Ability to communicate orally and in writing

Ability to maintain effective working relationships with 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