

COUNTY OPERATIONS ADMINISTRATOR

GENERAL DESCRIPTION

Works under the direction of the County Executive Officer; Plans, coordinates, and provides guidance to specified county departments and functions; provides policy guidance and program evaluation to County Departments; provides support to the County Executive Officer in the performance of functions and activities that are necessary for the effective operation of County government; promotes cooperative working relationships with the County Departments, state and local governmental entities and represents the County in matters involving public officials from both Hidalgo County and other jurisdictions, representatives of private industry, and members of the general public.

EXAMPLES OF WORK PERFORMED

Assist with developing, planning, and implementing goals and objectives the impact County-wide operations and departments.

Assists with the development of market and internal operating analysis, reports; advises the County Executive Officer on the feasibility, cost-effectiveness, and regulatory conformance of proposals for special projects.

Participates in the development and administration of County policies

Assists with the coordination of activities from the departments reporting to the Executive Officer and Commissioners' Court

Analyzes activities, costs, operations and forecast data to determine department's progress toward established goals and objectives

Assists with the coordination of support staff to a variety of boards and commissions; may serve on intergovernmental and citizen committees, as assigned.

Participates in professional/executive meetings

Creates and maintains cooperative partnerships with outside public and private organizations to access resources that may improve the efficiencies of county service delivery

Assists with studies, research and investigations on a variety of administrative and technical areas that pertain to County-wide operations and policies

Assists with policy oversight and organization for specified County departments in the administration of the day-to-day operations, as directed.

Assists with implementing policies and monitoring departments to ensure efficient delivery of services, consistency with County practices, and adherence to the County's long term plans.

Performs all other related duties involved in the operation of the County as assigned or required by the County Executive Officer.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five to seven (5-7) years of progressively responsible and related work experience with a minimum of five (5) years of supervisory experience required. Previous experience in a government environment highly preferred. Graduation from an accredited university or college with a Bachelor's degree in business, public administration, or other related field; Master's Degree in related field highly preferred; Two (2) years of experience may be substituted for one (1) year of education.

Bilingual required (English/Spanish)

Certificates, Licenses & Registration

Must have a current valid Texas motor vehicle operator's license.

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

Knowledge, Skills, and Abilities

Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of modern and highly complex principles and practices of county administration and organization in order to effectively formulate and implement goals and objectives.

Knowledge of principles and practices of county finance, budget preparation, and administration

Knowledge of current social, political, and economic trends and operating problems of county government.

Extensive knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Skill and ability in maintaining effective working relationships with employees, management staff, council members, and the general public

Skill in the study and evaluation of procedures to determine appropriate actions.

Skill in planning, organizing and evaluating the action of others.

Ability to provide effective leadership and coordinate the activities of a county organization

Ability to effectively administer a variety of county-wide programs and administrative activities

Ability to identify and respond to the public and Commissioners' Court issues and concerns

Ability to interpret and apply federal, state, and local policy, procedure, law, and regulation

Ability to analyze problems, provide alternatives, identify solutions in support of established goals, projects consequences of proposed actions, and implement recommendations

Skills in analyzing complex financial issues, evaluating alternatives, and making logical recommendations based on findings

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, fax machines, etc. is 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. 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 required to stand, walk, talk and hear. The employee frequently is required to sit; use hands to find, handle or feel objects, tools or controls; reach with hands and arms; stoop, and kneel.

The employee must occasionally lift and/or move up to twenty (20) 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 encounters while performing the essential functions of this job.

The noise level in the work environment is usually low to 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