

HIDALGO COUNTY

CHIEF DEPUTY II

GENERAL DESCRIPTION

Performs complex (senior-level) managerial work overseeing the county departments overall performance. Serves as the Chief of Staff for major countywide elected offices and fulfills all of the Elected Official's duties in their absence. Oversees all administrative and personnel matter including interviewing, hiring, firing, assigning duties and reprimanding. Other administrative duties include overseeing all divisions within the Elected Officials Office and maintaining a modern, professional and cooperative environment in the office. Handles all complaints from the public and attends meetings as well as any other functions requested by the Elected Official.

EXAMPLES OF WORK PERFORMED

Must have general knowledge of the divisions within the Elected Official's office

Recommends to Elected Official hiring, disciplinary actions, transfers, promotions, and terminations

Develops training programs and implements same upon approval

Oversees the preparation of management and productivity reports and studies

Oversees special investigations, research studies, and internal audits

Assist Elected Official with budget development and administration

Recommends and implements departmental policy

Maintains department compliance with County policies, state and federal laws

Will serve as the liaison between the Elected Official's office and the software provider for the office

Performs all other related duties involved in the operation of the business as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of seven (7) years of experience in office administration with minimum four (4) year of supervisory experience

Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

Bilingual (English/Spanish) with the ability to converse fluently in both languages

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

Ability to read, interpret, and accept documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, county, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and departments heads

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

