

# **HIDALGO COUNTY WIC PROGRAM**

## **EXECUTIVE ASSISTANT III**

### **GENERAL DESCRIPTION**

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. 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**

Provides administrative and technical assistance to a County executive

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

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Five (5) years experience in office administration

Graduation from an accredited four-year college or university with major course work in business administration or a related field

Experience and education may be substituted for one another

### **Knowledge, Skills, and Abilities**

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

### **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

# **HIDALGO COUNTY WIC PROGRAM**

## **MAINTENANCE IV**

### **GENERAL DESCRIPTION**

Performs highly complex (senior-level) restoration, renovation, and maintenance work; Work involves building repair, renovation, restoration, and alteration for the designated trade skill; May train others; May supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees building repair, renovation, or restoration projects

Performs maintenance, repair, or inspection work on electrical, plumbing, steam, air conditioning, and mechanical equipment

Inspects structures, evaluates work to be performed, and determines the best method for performing maintenance and repair work

Inspects equipment, machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Maintains and repairs electrical outlets, control panels, switches, fixtures, and accessories; replaces and reseats brushes on motors; and splices wires and cables

Requisitions materials and equipment and maintains records of materials used, calculates material and labor costs, and orders parts and supplies to complete work orders

Repairs or oversees repairs to electronic equipment

Assembles, installs, repairs, and maintains modular furniture systems

May perform workshop operations to fabricate specialized items needed for project work or to refinish furniture, doors, and paneling

May perform welding, brazing, or soldering operations to reconstruct or fabricate metal work

May maintain and repair machinery, equipment, systems, or components

May train others

May supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Over five (5+) years of experience in building maintenance and repair work

Graduation from a high school or equivalent (GED); supplemented by vocational training in a designated trade

Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of the repair, maintenance, and operation of buildings; of plastering; of electronic or electrical work; of welding procedures and techniques; and of fire and safety regulations

Ability to organize preventive maintenance programs; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; to read and interpret drawings, diagrams, and blueprints; to train others; and to supervise the work of others

### **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