

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

Oversees all administrative aspects of the agency to include personnel and fiscal areas.

Please see attached job description

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


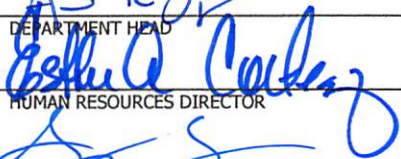
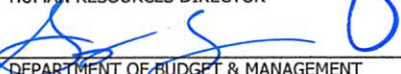
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

Position was not budgeted correctly for fiscal year 2015. Actual salary for this position was \$64,917. Budgeted salary shows \$54,996. The discrepancy will be corrected for the 2016 budget year commencing January 1, 2016.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|---------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>July 1, 2015</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | <u>7/1/2015</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | <u>7/1/2015</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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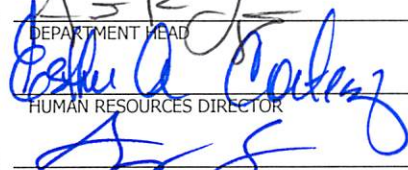
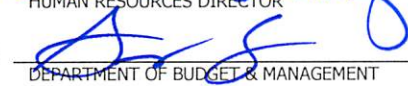
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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	July 1, 2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/2/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY COMMUNITY SERVICE AGENCY

MANAGER, ADMINISTRATIVE OPERATIONS

ALL POSITIONS WITH CSA ARE CONTINGENT ON FUNDING ON A YEAR-TO-YEAR BASIS

GENERAL DESCRIPTION

Under the direction of the Executive Director oversees all aspect of operations to include: fiscal operations such as accounts payable, payroll, budgeting, etc.; personnel matters; procurement and inventory; audit and compliance; research and planning; and reporting.

EXAMPLES OF WORK PERFORMED

Provides direction, guidance, and assistance in program area(s)

Establishes goals and objectives that support overall strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Plans, develops, implements, coordinates, monitors, and evaluates policies

Reviews guidelines, procedures, rules, and regulations; and monitors compliance

Reviews and approves management, productivity, and financial reports and studies

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance

Reviews budgets and provides final approval

Develops and implements techniques for evaluating program activities

Develops goals and objectives consistent with the department strategic plan

Plans, assigns, and supervises the work of others

Administers and supervises personnel matters which include hiring, disciplinary actions, terminations, employee reviews / evaluations, motivation, recommending pay increases or action, approving leave, new hire training, and recommending continuing education opportunities that are available for staff

Directs or oversees managerial handling of personnel matters including resolution of departmental employee disputes

Acts as a resource for staff questions regarding, methods and procedures and customer client or citizen issues, policies and etc

Directs the development and administration for the department's annual budget including capital and fixed cost expenditures; monitors costs and levels of staffing, equipment, materials and supplies; and monitors and approves expenditures as well as implements cost saving programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience preferred in the management and direction of a department relevant to assignment including two (2) year of supervisory experience within the related field

Graduation from an accredited four (4) year college or university with Bachelor's degree in business, public administration, engineering or related field

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

Certificates, Licenses & Registrations

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 report to communicate effectively; and to plan, assign, and supervise the work of others

Planning and practices of program management, budgeting and implementation

Knowledge of administrative procedures

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

