



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: County Judge (110-006)

DATE: 07/31/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0038

REQUESTED POSITION TITLE: County Executive Director
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.0 Current Budgeted Salary \$ 92,000.00 Proposed Budgeted Salary \$ 92,000.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other 1100-413-00-110-006-0

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This position will be responsible for assisting and coordinating with internal and external officials on County wide projects and County Administration.

This position will also will coordinate and/or assist in Intergovernmental Affairs and in Economic Development.

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

Job Description Attached


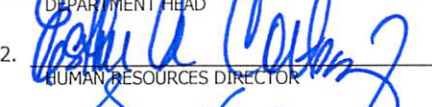

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	7/31/15 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/31/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	8/13/2015 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY JUDGE'S OFFICE

County Executive Director

GENERAL DESCRIPTION

This position is a senior level management position involving the responsibility of assisting the County Judge in his capacity as the Chief Administrative Officer of the County. The incumbent will be responsible for developing and coordinating the advancement of the County's Legislative Agenda. The Director will also coordinate with internal and external elected officials to assist the County Judge in the management of all administrative functions of the County. The Director will coordinate with state legislators, federal legislators, and with federal, state, county and local officials on matters of interest to the County. The Director will coordinate with county management to insure the priorities of the County Judge and the Commissioners' Court are implemented and executed. Considerable latitude is given for the exercise of independent judgement. The Director must exercise a high degree of confidentiality.

EXAMPLES OF WORK PERFORMED

Ensure effective implementation of the priorities of the County Judge by planning, directing, and coordinating activities such as media relations, intergovernmental advocacy, communications, policy development and preparation and analysis of legislation.

Serve as liaison to the Executive Office, to County Commissioners, to federal, state and local officials, on behalf of the County Judge.

Research major citizen concerns regarding County operations, policies, and procedures and develop recommendations for the County Judge.

Direct and conduct advanced research for procedural, organizational and administrative studies, and prepare reports to make recommendations and to propose alternatives.

Undertakes research and analysis of policy issues under consideration by the County and prepares recommendations and options.

Prepares reports to the County Judge and Commissioners on various County management issues and functional activities as directed by the Judge.

Serves as the liaison to the Regional Mobility Authority, the Appraisal District, the Drainage District, and the County's legislative delegation on behalf of the County Judge.

Performs all other administrative and managerial duties as assigned by the County Judge or Commissioners' Court.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

The position requires a bachelor's degree from an accredited university or college with major course work in government, business administration or public administration. An advanced degree such as a Master's will be an asset.

Five (5) to ten (10) years of work experience in federal, state or local government in a management capacity is required.

Certificates, Licenses, Registrations

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

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

Knowledge, Skills, and Abilities

Knowledge of federal, state, county, and local government operations.

Knowledge of the federal and state legislative processes.

Skill in communicating effectively with legislators and other elected officials.

Skill in developing and communicating policies and procedures.

Ability to identify problems and recommend solutions.

Ability to address complicated issues and proposed options and alternatives

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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

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