



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADVANCED CLINICAL PRACTITIONER**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advanced (senior-level) clinical healthcare/nursing work. Work involves assessing, planning, and providing comprehensive patient care independently or in collaboration with health care professionals. Plans, assigns, and supervises the work of other nursing professionals. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides specialized consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

Plans, implements, and evaluates nursing care consistent with medical care prescribed by a physician

Evaluates patient's condition and formulates plan of care to maintain healthy progress

May administer medications and treatments within delineated parameters; institutes lifesaving emergency measures

Orders tests to detect disease processes

Initiates or modifies medical treatment when and to the extent authorized by the treating Physician

Creates and maintains accurate records, reports, and legal documents

Manages primary acute or chronic care in collaboration with health team members

Identifies problems and makes suggestions for change to facilitate continuity of patient care, meeting patient needs and the mission of a health care facility

Shares clinical expertise as consultant and instructor and utilizes health promotion strategies

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Develops in-service training and educational programs

Develops and participates in quality assurance programs

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, or quality of service

Plans, assigns, and supervises the work of others

May assists with patient flow and customer service

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Master's degree in nursing, physician assistant or a related field required

Nine (9) years of experience working as a Nurse Practitioner or Physician Assistant within a collaborative primary care environment

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

CERTIFICATES, LICENSES AND REGISTRATION

Must be certified as a Licensed Registered Nurse in the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact and approved by the Board of Nurse Examiners for the State of Texas to practice as an Advanced Practice Nurse; or must be certified as a Licensed Physician Assistant in the State of Texas

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 physical assessment and nursing techniques, principles, and procedures

Knowledge of health care laws and regulations

Knowledge of community health care principles, practices, and procedures

Knowledge of principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment

Ability to organize, coordinate, and evaluate health care/nursing activities and delivery of health care services

Ability to explain public health law

Ability to communicate effectively

Ability to plan, assign, and/or supervise the work of others

Knowledge and skills to lead a community health nursing team

Ability to direct and coordinate programs of care working collaborative and autonomously

Knowledge and understanding of policy and guideline implementation, review, monitoring and evaluation

Knowledge and understanding of involvement of patient and public in service delivery, development and design

Ability to plan and organize daily work routine

Ability to coordinate, audit, and control manpower and financial resources efficiently and effectively

Must have experience working with spreadsheets and/or word processing software

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF ADMINISTRATOR**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advance (senior-level) strategic and tactical direction and support to the County Commissioner or County Judge and to department staff in the effective development and attainment of the department's goal and objective. Ensures training, evaluation, and personal development of all department employees. Handle difficult problems or public policy concerns. This position is appointed by and serves at the will of the County Commissioner and/or County Judge.

The Chief Administrator is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED

With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs for the Commissioner or for presentation by the Commissioner

Negotiates, mediates, and assists local, state, and federal governments and private entities regarding precinct or county related projects

Develops and provides to the media general information and interpretation of County Commissioner's positions and policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act

Supervises County Commissioner's Road and Bridge, Sanitation, and Parks staff and ensures effective and efficient delivery of services and timely completion of projects

Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions

Interviews, evaluates and recommends job applicants

Secures and provides critical information to County Commissioner for Commissioners Court proceedings

Represents County Commissioner to various groups and forums as directed researches, addresses, and resolves various internal, external and inter-governmental inquires, problems and complaints

Researches and composes correspondence and presentations on behalf of the precinct and/or the County Commissioner; makes presentations as required

Oversees, analyzes, advises and assists County Commissioner regarding all phases of Precinct road and bridge maintenance and construction projects and operation

Assist the County Commissioner in developing, drafting, and in presenting proposed legislation of interest or benefit to the County

Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law

Develops and administers County Commissioner's Budget

Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, precinct operations, and all other relating to County operations

May manage the operations of the precinct and the Commissioner's projects by delegating and reviewing the management and the delivery of services and resources

Manage the development, implementation and oversight of applicable programs and projects

Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws

Performs related work as assigned

EXPERIENCE AND EDUCATION

Master's degree in government, public relations, management, law, or other related field

Nine (9) years of progressively responsible and related work experience with a minimum of six (6) years of supervisory experience required

Experience in government environment

Prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

May require related certifications

KNOWLEDGE, SKILLS AND ABILITIES

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

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 and diagram form

Ability to supervise and communicate effectively with staff and 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 department heads

Ability to utilize wide discretions and independent judgment/decision making in compliance with the policies of the county

Understand the laws of the State of Texas and consistent with the independent beliefs and positions of the County Commissioner

Ability to use computer and communication devices while out in the field

Understanding of budgeting and planning

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLINICAL CARE SERVICES ADMINISTRATOR**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Clinical Care Services Administrator functions under the direction of the Director, Department of Health and Human Services and in collaboration with the Chief Physician. Functions as a public health program specialist by planning & directing multi-disciplinary systems of health care to ensure effective utilization of resources in the provision of comprehensive public health care services for Hidalgo County. Oversees eight (8) clinic sites, including personnel assignments, training and hiring which includes developing goals & resources for the Clinical Group. Is responsible for analyzing, developing, implementing and coordinating new and existing programs (Title V, MCH, TB, Immunization, and Family Planning & Community Health- OPH). Maintains Quality Assurance, accountability & reporting of implemented programs, to County and Department of State Health Services. Establishes, maintains, and supports the activities of public health education, promotion, disease prevention & control in the community. Develops and implements specialty community clinics; and supervises Central Office personnel associated with those clinics including but not limited to Family Planning, Prenatal, Child Health, and TB, Immunizations and Communicable Diseases and the reporting of these clinics. Prepares & writes new and renewal grant applications in coordination with the Budget Manager, under the supervision of the Chief Administrative Officer.

EXAMPLES OF WORK PERFORMED

Coordinates the operations of the Clinical Group including the development, implementation, and evaluation of the group's philosophy, goals, clinical practice standards and policies. Develops and maintains acceptable methods of recording and reporting that provide proper service control, uniform accounting and measurement of program results (Quality Assurance).

Develops policies and procedures in accordance to DSHS program guidelines/standards. Responsible in coordinating clinical quality assurance programs. Responsible for staff development of the Clinical Groups. Devises tools and methods of assessment of knowledge and skill areas of the Nursing Groups. Responsible for recruitment of health programs personnel.

Responsible for the oversight of the HCHHSD Billing Division in collaboration with the Budget Manager. Responsible for the oversight of the Tuberculosis, Immunizations, Wellness Program, Maternal & Child Health, Family Planning & STD Programs. Implements, monitors & evaluates the performance measures of these programs in accordance to DSHS & department policies & procedures;

Responsible for Credentialing Committee for Medicaid, Medicaid HMO's, Private Insurance, Council for Affordable Quality Healthcare (CAQH), credentialing application updating, re-attestation as needed. Maintains knowledge current on program HMO's, updates & changes.

Addresses grievances related to the Clinical Group; Responds to client and service provider complaints to the Health Department resolving complex problems.

Monitors the community health status to identify community health problems through routine review and collection of community health status data, population based needs assessment and epidemiological processes. Responsible to develop and initiate population-wide health promotion, prevention and risk reduction programs (which include OPH grant performance measures).

Assists and/or coordinates with diagnoses and investigates health problems and hazards in the community to include chronic disease prevention and detection; communicable disease detection and strategic intervention and follow up. Assists in emergency response planning.

Develops and advocates for public health policies and comprehensive systems of health care delivery, to include application & compliance to current managed health care systems.

Assists in mobilizing community partnerships and provides expertise to the community on community health status in order to identify, prioritize and solve health problems to the benefit of the citizens of Hidalgo County.

Participates with management team and with other group's directors in establishing direction and leadership in the organization; assists in developing department policies, enforcing policies, and enhancing integration opportunities as member of the management staff, under the supervision of the Chief Administrative Officer.

Coordinates & evaluates effectiveness, accessibility and quality of personal and population based healthcare services; collects and maintains data to measure community interventions; identify underserved populations and implements changes in programs/systems to improve health outcomes.

Coordinates the Tuberculosis, Immunization, Title V MCH, OPH, Family Planning & Wellness Program, program budgets which includes; identifying budget needs and developing grant and program budgets in conjunction with the Budget Manager, under the supervision of the Chief Administrative Officer, compiling budget indicators for the various programs; and reviewing and approving group budget purchases and expenditures.

Reviews local, state, and federal resources for potential program funding; identifies funding and project opportunities and provides direction to group staff, community agencies, coalitions, etc. on following up on these opportunities.

Prepares and writes new and annual submittal of multiple grant requests TB, Immunization, OPH & Title V in coordination with the Budget Manager for HCHHSD, under the supervision of the Chief Administrative Officer. Monitors grant progress to ensure grant requirements are being met; and submits required reporting monthly and annually to state and County as applicable.

Serves as a public health practice resource and community expert on the practice of public health nursing; as adjunct faculty for undergraduate nursing students; will coordinate with universities/colleges adjunct staff in assuring that student requirements are met within all state HIPPA and county requirements.

Collaborates with other service providers including institutes of higher learning to share resources to maximize delivery of care.

Reviews and revises medical orders in conjunction with the Chief Physician and Clinicians. Directs the on-going review, revision, implementation and training in public health and nursing practice standards.

Develops, implements, and evaluates workplace OSHA policies. Oversees the staff development of the Clinical Group in accordance to OSHA & State Board Rules (BON).

Responsible to maintain and update all Third Party Provider information, credentialing and renewal applications.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Master's degree in nursing, physician assistant or a related field required

Licensed to practice as an RN in Texas, plus

Nine (9) years or more experience as a Director of Nursing in public health or similar setting;

Nine (9) years or more experience in community health grant writing, i.e. DSHS, HHSC;

Nine (9) years or more experience as a practicing RN in a supervisory capacity in Public Health;

BSN/MSN may be substituted for 3 years of required experience

Immunization/TB Screening Requirements:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may be required

CERTIFICATES, LICENSES AND REGISTRATION

Employee must have proof of a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by County Insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of professional nursing theory, nursing process, including cultural social and economic forces in family, community and group dynamics. Broad knowledge of principles and practices in management, supervision and intra disciplinary collaboration. Knowledge of organizational structure, administrative process, and projected program expectations. Ability to communicate in oral, written form. Ability to apply principles of leadership, education, long range planning and evaluation. Ability to perform essential job functions with or without reasonable accommodations.

Maybe be required to work other than normal or scheduled hours including weekends and holiday.

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ECONOMIC DEVELOPMENT ADMINISTRATOR**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex economics work. Work involves conducting economic studies and analyses and collecting economic information. Obtains planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Position will build on workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Coordinates the planning and development of new programs and project initiatives, particularly those related to district goals such as economic development

Makes statistical computations on economic and demographic indicators for specified economic areas

Works with local governments in their planning and development efforts, including development of projects, identification of funding sources, assistance in preparing applications for said funding sources, and tracking projects to completion

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Develops ways in which related programs can be integrated for efficiency, and innovative mechanisms can be developed for enhanced program, division and district effectiveness

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Master's Degree in Business Administration or Public Administration required

Ten (10) years' experience in planning, economic research, analysis work, or related experience

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

CERTIFICATES, LICENSES AND 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

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF OF STAFF**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Reports directly to the County Judge. Plans, assigns, and directs work conducted in the Office of the County Judge. Responsible for processing financial documents. Acts as a liaison between the County Judge and County departments, other elected officials, etc., and fulfills the County Judge's duties in his absence. This person oversees personnel issues including interviewing, hiring, firing, assigning duties, and reprimanding. Other administrative duties include overseeing all County Judge Departments listed below and maintaining a modern, professional, and cooperative environment in the office. The Chief Administrator will attend functions and complete other job duties as requested by the County Judge. Job requires spending time out of the office.

EXAMPLES OF WORK PERFORMED

Must have a general knowledge of the following departments located within the County Judge's Office: Revenue, Environment, Community Programs, and Border Affairs

Should have experience in office management or related work

Should have knowledge of computers and spreadsheet

Supervisory experience is a must

General knowledge of city, county, and state government

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 department heads

Develop general recommendations that promote continuing improvement in the policies and procedures of Hidalgo County

May be asked to attend some meetings to take notes or furnish information

Should maintain professional appearance and business attire

Should maintain confidentiality with private matters of the County Judge's office

Supervises employees in the County Judge's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EXPERIENCE AND EDUCATION

Master's degree in Government, Business Administration or related field

Ten (10) years administrative or government experience

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

CERTIFICATES, LICENSES AND 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

Employee may be assigned other duties in addition to those listed. Duties may change according to the changing needs of the County Judge

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, COUNTY PLANNING DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Management level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community. Responsible for managing the Planning Department Main Office and the substations and supervising employees assigned to those offices. Communicates with the general public, other County Departments, Municipalities in Hidalgo County, elected officials and other governmental entities with regard to development of subdivisions and residential/commercial development permit applications.

EXAMPLES OF WORK PERFORMED

Evaluate compliance with county orders and policies by visual on-site inspection, etc.

Correctly advise the public extra-territorial boundaries, the corporate limits, development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures

Oversees preparation, publication, and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews development plans, prepares staff comments, and advises the Subdivision Advisory Board, the Board of Building Line Adjustments and developers regarding proposed plans

Effectively and courteously communicates orally and in writing with the public, city officials and employees of the County

Addresses public bodies regarding development plans, development applications, ordinance amendments, and annexation requests

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Management and oversight of employees required, with experience preferred

Oversees the development application process for residential applications within Hidalgo County jurisdiction which includes proper building setback compliance, floodplain administration compliance, on-site sewage system approval and the use of proper utility certificates

Oversees the Subdivision Advisory Board and assists in confirming compliance with Hidalgo County Subdivision Rules and Regulations and Texas Water Development Board Rules

Responsible for enforcement of statutes adopted by Hidalgo County that relate to colonias prevention and illegal land use

Oversees new commercial development requirements, i.e. off-street parking, storm water detention, TxDot driveway access permit confirmation

Coordinates with the Floodplain Manager with regard to filtering/funneling floodplain applications to said office and gathering data for variance requests to Floodplain Order

Analyzes and takes appropriate action on Subdivision Plat Note violations. Action on these particular violations include, obtaining evidence and creating a file that is forwarded to the District Attorney's Office for prosecution. Attendance and testimony at trials is a requirement in some cases

Works directly with the Office of the Attorney General with regards to enforcement of the Colonia Prevention Laws as they pertain to illegal subdivision development in the County

Assists in the coordination of routing multi-family and commercial development applications with the Office of Environmental Compliance, Environmental Health Department and Hidalgo County Fire Marshal

Responsible for managing and coordinating meetings for the Board of Building Line Adjustments

EXPERIENCE AND EDUCATION

Master's degree in regional planning or a related field is generally preferred

Ten (10) or more years of progressively responsible experience as a senior planner, planning supervisor and/or equivalent is required

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

CERTIFICATES, LICENSES AND REGISTRATION

Employee 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

Proficient knowledge on subdivision rules and regulations as well as preparation and review of subdivision plans

Ability to prepare and review subdivision plans

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Must have the ability to read, write, and comprehend English language fluently (Bilingual preferred)

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF BUDGET AND MANAGEMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Oversees and manages the operations, maintenance, and oversight of the Hidalgo County budgetary process including administration of the County's long-range Capital Improvement Program. This position directs plans, organizes, analyzes, and prepares a comprehensive review and recommendation for all departmental budget requests and administers professional budgeting activities in compliance with the principals and procedures of public budgeting. The position performs complex professional level tasks related to budgeting and budget control and is responsible for the design and maintenance of the County budgeting program

EXAMPLES OF WORK PERFORMED

Provides expert advice, budget analysis, guidance and recommendations on all aspects of the Hidalgo County Budget to Commissioners Court, department heads, elected officials and staff; directs the activities of assigned staff to include compilation, review, examination, and interpretation of financial data

Plans and directs the County's annual budget process including review of departmental requests and presentation of a recommended budget to Commissioners' Court including existing operations, new programs, and staffing levels for all departments; recommends tax rates needed to finance the budget

Conducts interviews and assists department heads and elected officials in developing budget requests; prepares legal notices for budget and tax rate statutory requirements

Directs the work activities of assigned staff to include the compilation, review, examination, and interpretation of financial data; the recommendations for the future; and the implementation of new ideas and financial strategies also ensuring adherence to established policies and procedures

Supervises payroll budget proposals, procedures, and payroll expenditures during budget year

Monitors and assists County departments' expenditures, on an on-going basis, ensuring compliance with established policies and procedures and adherence to budget limitations; reviews availability of funds and evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports detailing impact on budget and recommendations

Conducts analytical studies, utilizing expertise in financial and budgetary areas, and in accordance with outlined goals and objectives; prepares and presents oral and written reports on findings and recommendations for improvements, as appropriate

Coordinates, compiles, plans, and directs the long term Capital Improvement Program for the County

Reviews and analyzes all departmental grant applications, grant awards, and law enforcement contracts to ascertain the impact to the budget prior to submitting requests to Commissioners Court

Develops and proposes policies and procedures for budget development and administration, and assists with the design of the on-line budget application in order to streamline the budget process through the use of advanced technology

Administers routine personnel matters affecting subordinates, including interviewing applicants, hiring, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by the County management; approves employee time sheets, and grants compensatory, sick, and vacation leave

Reviews Commissioners Court agenda packet prior to meetings for budget impact or verification and provides any necessary clarification and/or research associated with agenda items

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Master's in accounting, finance, business administration or a related field

Ten (10) years of experience in budget preparation and analysis, in financial management, and in performance measurement reporting work

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

CERTIFICATES, LICENSES AND 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

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

Requires the ability to use and interpret various technical and professional languages, including legal and government accounting terminology

Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra and statistical inference

Requires the ability to deal with people beyond giving and receiving instructions

Requires the ability to perform under stress and when confronted with persons acting under stress

Requires the ability to manage or administer grant funds

Requires the ability to make recommendations that impact the budget

Requires the ability to manage the budget within assigned unit/division

Requires the ability to determine allocation of budget among departments

Requires the ability to manage the budget within assigned department

Requires the ability to oversee the purchasing authority up to \$5000

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems

Requires the ability to use computers for data entry

Requires the use of computers for word processing and/or accounting purposes

Requires the ability to create and guide implementation of capital improvement plans or programs

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general and policy direction performs highly responsible administration, coordination, and liaison activities for multiple health programs. Responsible for planning, organizing, implementing and directing the County Health Department to effectively and efficiently accomplish the mission of the Department. Establishes, maintains and directs the activities of health education and promotion, environmental quality and health, disease prevention and control, health protection and promotion through media, grants and contracts, information management, intergovernmental policy and planning, budgeting and accounting, and staff management and development. Works closely with County Health Authority, Commissioner's Court, and other public officials and health professionals on matters of the public's health and reports significant events, data and concerns on a periodic and as needed basis. Provides executive leadership, management and coordination for the Hidalgo County Health Department. Reports directly to the Commissioner's Court and works closely with other elected officials and policy-making bodies. Organizes and facilitates interactions between the County Health Department and other County Departments and external groups and constituents. Fosters the creation of tactical and long range plans to further the objectives of the County's strategic plan. Travel required.

EXAMPLES OF WORK PERFORMED

Facilitates communication and interaction among Health Supervisors and other County Departments as well as external groups

Facilitate the setting of performance objectives, monitors performance objectives, and evaluates the performance of each program in the Department

Makes recommendations to the Commissioner's Court on critical issues in the Department

Develops and promotes the organization of successful teams to plan and accomplish major objectives

Conducts evaluations and analysis of various issues

Develops and promotes the organization of successful teams to plan and accomplish major objectives
Conducts evaluations and analysis of various issues

Develops individual performance plans, monitors performance, and formally evaluates the performance of Program Supervisors in the Department

Hires and takes appropriate disciplinary action with Program Supervisors, with approval of Commissioners' Court

Works with other public entities to coordinate service delivery, improve impact of programs and/or ensure the overall mission of the Health Department is being accomplished in the community

Prepares final budget summary for submission to the Commissioners Court

Reviews the Budget on a continuous basis in order to provide feedback to the Programs on their progress

Provides policy decisions for the Department through everyday decisions

Responsible for the separate contracts and grants negotiated with various Government and private providers of services

Controls the purchasing of supplies and equipment to ensure budget compliance

Responsible for managing the Health Department building through coordination with Buildings and Grounds for housekeeping, maintenance, and utility services

Responsible for maintaining control of equipment assigned to the Department

Coordinates all outreach activities through supervision of the program managers

Researches grant programs and develops grant and/or proposal writing

Performs liaison and coordination tasks with Federal, State and local agencies, organizations and association

Prepares and monitors department program (s) budget and reports

Works in developing and implementing a strategic plan for planned approach to community health in Hidalgo County

Responds to complaints and requests from citizens and physicians

Plans for public health needs in communities and develop programs to meet those needs

Makes presentations to community organizations

Maintains up-to-date knowledge of public health issues and management techniques through formal training and reading of literature

Evaluates current delivery of health services

Hires, trains, disciplines, terminates and evaluates the performance of staff

Develops and directs special programs against communicable and other diseases

Prepares or reviews and approves a variety of reports

Performs a variety of administrative duties related to state, county, and federal funding of programs within the health department

Serves as public health liaison to other health providers in the community

Conducts on-site review audits of quality and quantity aspects of programs and clinics

Ensures that programs comply with State and Federal guidelines, standards, and regulations

Arranges continuing education opportunities to promote staff growth and development

Performs other related duties

Radiation Safety/Health Officer

Chief Sanitarian

South Texas Hospital Oversight Committee

TDH Long Range Planning Committee

Hidalgo County Veteran's Advisory Board

TCID Oversight committee

Advisory Board School of Public Health, University Texas Houston

EXPERIENCE AND EDUCATION

A Master's Degree in Public Health or Public Administration

Ten (10) years' experience at the senior executive level of a corporation or public entity

Eight (8) years of experience in supervising or managing a preventive health services program

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

CERTIFICATES, LICENSES AND 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

Knowledge of public health principles and practices, laws and regulations; management information systems; social marketing strategies; public and private insurance; current social and scientific concepts and trends in field (s) related to the health service area; civil service systems; organizational development; model building and systems analysis; city, county, state, and federal organization, administration, and relations; community problems and resources and epidemiology of communities

Ability to report and correspondence writing; implementing changes; conflict and problem solving; motivating employees; public speaking leadership (formal and informal); consulting consensus-making; and delegating duties to subordinates

Ability to bring consensus or lead on various problems, issues, goals, etc.

Demonstrated ability to develop creative programs which increased efficiency and effectiveness

Demonstrated ability to conduct research and evaluation of programs and resources

May be required, and must have ability, to work more than 40 hours during a work week

GOALS AND OBJECTIVE:

Assure that prevention and Health Promotion are integral parts of all services

Assure availability of highest quality services to all Hidalgo County residents across the care continuum

To ensure that health care clinics meet state and federal regulations and that all health care professionals who are licensed/certified, meet and abide by all applicable department and state regulations

To provide an orientation program to new employees, and provide staff development opportunities consistently

To provide continuous and adequate monitoring of all personnel providing services

Minimize disparities in health status among all populations

Provide increased access to quality preventive and comprehensive diagnostic/treatment services for eligible clients by maximizing the use of primary prevention, early detection, and management of health care. Example: Prenatal Services; Family Planning Services; Teen Parenting Services; Texas Health Steps; STD Clinic

Ensure that the consumer is the focus of all public health policy and service delivery decisions

Consumer satisfaction will be measured and used as an outcome in the delivery of all public services

An advisory committee with consumer participation will be implemented and utilized to address community health issues

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF HUMAN RESOURCES**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Appointment: The Human Resources Director for the County is appointed by the Commissioners Court. As an additional duty, the Human Resource Director will provide support to the commission as may be necessary. Will provide staff support for the day-to-day functions of the Civil Service Commission on any grievance or complaint filed.

This is a responsible supervisory position that involves the creation, developing and the administrating of the County's Human Resources/Civil Service system; including planning, organizing, developing, implementing, coordinating and directing. Duties include formulating policies and procedures for the Human Resource Department and recommending to the County Judge, Commissioner's Court/Civil Service Commission, Elected Officials and Department Heads, countywide personnel policies and practices. Supervises Human Resources support staff.

EXAMPLES OF WORK PERFORMED

Maintains a positive recruitment program for both Civil Service and Non-Civil Service Departments of Hidalgo County

Prepares, recommends and maintains records and procedures for controlling Human Resources transactions and reporting personnel data

Designs Human Resources forms and directs the maintenance of personnel records by all departments

Serves as EEO specialist

Proposes, publishes and administers policies

Conducts wage and salary surveys

Administers classification programs, which include classifying, and reclassifying positions, writing job descriptions and the classification of Exempt/Non-Exempt employees

Accepts all County job applications and works with applicants, Department Heads and Elected Officials

Processes and approves all change of status forms

Coordinates grievance panel nominations, hearings and activities

Maintains affirmative action plan

Serves as liaison to County Commissioner's Court and Civil Service Commission

Develops, implements and monitors Civil Service rules and regulations

Processes and approves all human resources requisition forms on any vacancies for all county departments

Monitors all county employees and observes the various tasks of the submitted job description

Administers monitors and scores tests required by the County or Civil Service

Maintains employee confidence and protects operations of confidential county information

Provides Civil Service employees with information regarding the filing of grievances and/or complaints and insuring the process is followed

Provides Elected Officials/Department Heads with information regarding the proper procedures to follow when an employee files a Civil Service complaint or grievance

Attends Commissioner's Court regarding Human Resources matter

Attends all Civil Service Commission meetings, monitors the proceedings, serves on the panel and advises Commission pertaining to process of information required on any grievance or complaint filed and set for hearing

Prepares agenda and ensures all information is mailed to Civil Service Commission, County departments and employees

Sets up all meetings with Elected Officials and Department Heads to organize the reclassifications or reorganizations of their departments

Travel is required

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

A Master's degree in Human Resources, Public Management, Psychology, or related field

Ten (10) years of managerial and supervisory experience in government or industry, including experience in public or private personnel management

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles and practices of Human Resource Administration; knowledge of sound techniques in all aspects of Human Resource Management

Knowledge of the organizations and operations of county government and of sound Administrative programs

Ability to develop long-term plans and programs and to evaluate work accomplishments

Ability to plan and adapt practices and techniques to the special requirements of the county government

Ability to establish and maintain effective relationships with other county officials, employees and the general public

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

Ability to present acts and recommendations effectively in oral and written form

Thorough knowledge of management principles and practices

Ability to supervise and motivate management level employees

Ability to develop analyze and interpret policies and procedures

Ability to exercise sound judgment in making administrative decisions involving staff and county employees

Knowledge and thorough understanding of various budgeting techniques

Ability to review and manage complex budgets involving multiple revenue sources

Ability to establish and maintain effective working relationships with other county employees and officials, outside funding agencies and the general public

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, ELECTIONS DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

To coordinate, implement and supervise all facets of the voter registration and County election processes; and to coordinate assigned activities with other County departments and outside agencies.

EXAMPLES OF WORK PERFORMED

Assume full management responsibility for all Elections Administration department services and activities including voter registration and County elections; recommend and administer policies and procedures

Oversee election activities and perform the duties and functions required by the Texas Election Code, applicable laws and regulations and administrative directions from the Secretary of State

Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement, direct and implement changes

Monitor election records, ballot boxes, keys, supplies and other items used in the election process; arrange polling places, prepare and order ballots, procure, allocate and distribute election supplies and equipment

Select, train, motivate and evaluate Elections Administration Department personnel, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures

Oversee and participate in the development and administration of the Elections Administration Department budget and contracts determined by the election code, approve the forecast of funds needed for staffing, equipment, materials and supplies, approve the forecast of funds needed for staffing, equipment materials and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary

Accept voter registration applications, review for accuracy, verify records, determine voter eligibility

Serve as early voting clerk and conduct early voting at courthouse and all branch locations

Initiate contracts to hold elections for other entities; serve as Manager of Central Counting Station for all County and contracted elections; receive and tabulate unofficial precinct returns

Respond to and resolve difficult and sensitive citizen inquiries and complaints

Recommend names for elections judges and alternates to Commissioner's Court and notify appointees

Recommend voting sites to Commissioner's Court

Obtain approval for changes in election procedures from the U.S. Justice Department

Prepare correspondence necessary to notify appropriate parties of pertinent information

Test equipment

Maintain custody of ballots, voting equipment, supplies and other election records

Appoint voters registration volunteers to conduct voter registration drives

Prepare presentations to civic, political and other groups

Regular travel

Irregular work hours

Regular attendance is a must

Ability to work well with others

Perform other duties as assigned

EXPERIENCE AND EDUCATION

Master's Degree in related field

Ten (10) years of responsible experience with administrative and supervisory responsibility

Extensive knowledge in computers and computer operating systems

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

CERTIFICATES, LICENSES AND REGISTRATION

Must be a qualified voter in the State of Texas

Must have ability to be bonded as per the State Election Code

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

Must be able to be insured by the County Insurance carrier

Operations, services and activities of a comprehensive state and County elections, procedures and applicable laws

Principles and practices of program development and administration

The Texas Election Code and other applicable election related statutes

Principles of supervision, training and performance evaluation

Strong communication skills, both verbal and written (English and Spanish)

Rules, regulations and guidelines imposed by federal state and local institutions

Inventory management

KNOWLEDGE, SKILLS AND ABILITIES

Plan, organize, direct and coordinate the work of the election staff

Select, supervise, train and evaluate staff

Lead and direct the operations, services and activities of the Election Administration Department

Interpret and apply pertinent federal, state and local election codes

Identify and respond to community issues, concerns and needs

Communicate clearly and concisely, both orally and in writing

Organize and document activities and projects

Evaluate applications and information according to regulation

Establish and maintain professional working relationships with those contacted in the course of work

Work independently in the absence of supervision

Operate modern office equipment including computers, printers and ballot scanners

Employees may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Additional Duties and Responsibility

Systems Administrator I

Web Publisher

Monitor and promote Legislation regarding issues concerning elections

Prepare with information Systems Technologist GIS System (Arc View) mapping for County elections

Program analyst - Creates and edits code for voter database to maintain and update elections voter database

Systems Project Manager - Manage computer technicians in the Election Department by arranging times and jobs during election process

Technical Solution Architect - lead and direct the optimization of hardware platforms and software systems for the department

Research and procure Elections Hardware/Software - Knowledge of different types of software/hardware to run voter registration software and voting system

Provisional Balloting - Knowledge of Provisional Balloting to develop, creates and implements updated procedures of Provisional Balloting, a new balloting procedure

Grant Writing - Granting writing to develop and submit grants for approval to assist in technology for the Elections Department

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, INFORMATION TECHNOLOGY DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under limited supervision, the Director of IT will be responsible for managing the County's Information Technology Department. Will oversee a staff of 25 employees and manage a departmental budget of over \$3,500,000.00. Plans, coordinates, and monitors the technology needs of all County departments to ensure consistency, security, availability of County resources an overall technology plan and vision that aligns with Hidalgo County leadership. Ensures that all the computer users have optimal access to County's resources and technological solutions and that the information maintained within the system is adequately safeguarded rom accidental loos and abuse.

EXAMPLES OF WORK PERFORMED

- Establishes County vision, goals and objectives for the IT department
 - Establishes County policies and procedures for all information technology activities
 - Prepares IT departmental budget and controls expenditures
 - Plans, schedules, and coordinates all IT activities involving IT resources
 - Coordinates special projects and installations of automated solution for County departments
 - Recommends technology equipment changes, upgrades, and modifications to management
 - Reviews and enhances work procedures to improve efficiency and effectiveness of IT operations
 - Provides directions for providing quality technical assistance to County employees relating to hardware and software issues
 - Ensures that technology acquisitions comply with the County of Hidalgo's IT direction and policies
 - Provides leadership and direction for IT department employees in dealing with a variety of organizational and technology issues
 - Develops and maintains system security, backup, quality assurance, and disaster recovery plans
-

Develops and implements information technology standards, procedures, guidelines, and systems documentation. Maintains applications, systems and processes to ensure compliance with copyright laws and standards

Responsible for hiring or firing employees within the IT Department

EXPERIENCE AND EDUCATION

Must have a Master's Degree in Computer Information Systems, Computer Science, or Information Technology.

Ten (10) years of progressively responsible experience in information technology services, Government Information Systems and Commonly Integrated Justice Systems (CIJS) and processes.

Knowledge and or background of the Odyssey Criminal System is desired.

Experience in management principles, administration, and supervision as they relate to resources, work planning, implementation, and monitoring.

Experience in operating principles and practices of various computer systems and technology services.

Experience and knowledge with the capabilities of various kinds of computers and peripheral equipment.

Two (2) years of experience may be substituted for the required education, with a maximum substitution of two (2) years. (*A Bachelor's Degree in the required field, would require fourteen (14) years of experience*)

CERTIFICATES, LICENSES AND REGISTRATION

Must possess proof of current valid Texas Motor Vehicle Operator's License and current liability insurance

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in various parameters of technology from computer systems, applications, virtualization, security, telephony, network architecture and compliance.

Knowledge and expertise in the areas of project management, resource management, applications development and geographic information systems

Knowledge of public administration principles, including the basic principles of organization, management and budget preparation

Knowledge of inter-local agency government purchasing laws and practices

Knowledge of basic laws, ordinances and regulation underling public sector organization and applicable county, state and federal legislation affecting public safety and service agencies

Knowledge of large-scale project implementations

Skill in maintaining effective relationships with political units/agencies, state and county officials/agencies, general public, staff, peers, vendors and customers

Skill in developing, coordination, planning and prioritization of multiple complex projects and activities

Skill in developing or maintaining project methodologies and management tools

Excellent analytical, interpersonal and communication skills, both oral and written

Proven ability and successful track record to work closely with key business executives

Ability to perform a broad range of supervisory responsibilities

Ability to work irregular hours

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, PUBLIC DEFENDER'S OFFICE**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under commissioners' court direction, performs legal defense work for clients needing publicly assisted representation in serious criminal cases accepted by the Public Defender, including felony and misdemeanor charges. Performs professional, management, supervisory and legal work. Responsibilities include supervising, leading, and counseling subordinate attorneys and acting as a lead counsel on the most difficult and challenging cases. Is assigned to develop legal and departmental policy and procedural guidelines, incumbents are held accountable for exercising substantial initiative, judgment and expertise in administering criminal defense programs and managing professional staff. General policy direction is received from the Public Defender Oversight Committee and the Hidalgo County Commissioners' Court.

EXAMPLES OF WORK PERFORMED

Supervises the work of subordinate attorneys in felony and misdemeanor cases

Schedules, supervises, and reviews assignments of legal assistants and investigators assigned to the operational unit

Establishes operational goals, objectives, policies, and procedures to facilitate effective overflow

Instructs, assigns, reviews, and plans the work of others

Monitors standards

Coordinates activities

Allocates personnel

Responsible for employee reassignments, promotions, and salary increases as appropriate

Authorizes, reviews, and approves Department payroll

Prepares and submits full cost accounting budgets; monitors expert witness expenditures

Responsible for planning and presenting mandated continuing legal education (MCLE) training programs in-house

Acts as lead counsel in the most challenging, high profile cases

Prepares and reviews formal legal opinions

Makes recommendations concerning the advisability of writs and appeals

Advises and assists attorneys on methods of approach, tactic, and policies in resolving difficult and complex cases

Resolves complex legal judgment questions

Studies, interprets, and applies statutes, ordinances, court decisions, and legal opinions

Prepares and provides administrative reports

Assigns or assists in assigning routine felony or misdemeanor cases to attorneys

Acts as liaison with other criminal justice agencies or public organizations

EXPERIENCE AND EDUCATION

Juris Doctor Degree

Ten (10) years of progressively responsible experience involving criminal trials

Experience in leading, coordinating, and/or supervising professional staff

Current active membership in the State Bar of Texas required

CERTIFICATES, LICENSES AND 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

The authority, limitations, and functions of the workings of the Public Defenders' Office

Legal principles and practices in criminal defense, including felony and misdemeanor legal defense

Rules of evidence

Legal research methods and procedures related to the conduct of court proceedings

Computer applications related to the work

Standard legal office practices and procedures

Techniques for dealing with individuals of varying races, genders, ethnicities, and ages, some of whom may have physical or emotional problems and who appear to be difficult, confused, or hostile

Supervisory principles and practices

Interviewing a variety of individuals and soliciting needed information to determine facts and circumstances

Developing effective defense strategies

Analyzing cases and applying legal principles

Presenting statements of law clearly and logically in written and verbal form

Presenting an effective defense in Court

Preparing clear, concise, accurate, and effective legal, policy, and procedural guidelines

Using sound independent judgment within established legal, policy and procedural guidelines

Communicating logically and effectively with a diverse group of clients, witnesses judges, law enforcement officials, other attorneys and employees of various agencies and departments

Demonstrating patience, tact, courtesy, and compassion

Establishing and maintaining effective work relationships with those contacted in the course of work

Working cooperatively with colleagues to accomplish the policies and goals of the office

Organizing, coordinating, and motivating a team comprised of attorneys, investigators, and legal assistants to effectively and creatively represent clients and accomplish the mission of the office

Handle serious criminal cases

Lead a team of attorneys

Organize time and work accurately and swiftly under pressure

Work in a standard office environment

Use standard office and computer equipment

Analyze complex legal problems and effectively supervise, coach and counsel other employees in legal problem solving

Apply appropriate legal principles and practices and take effective courses of action

Communicate effectively both verbally and in written form to present statements of fact, points of law and argument concisely and logically

Read, comprehend, and retain voluminous technical legal research

Analyze and make sound recommendations regarding legal and administrative matters

Think globally, develop goals and action plans

Bring people together around a common vision and set of goals

Prepare and maintain statistical management reports to effectively measure unit's performance

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, PURCHASING DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly technical and advanced purchasing work in commodity buying and/or the supply activities of Hidalgo County Departments. Provides a variety of purchasing, managerial budgeting and administrative support, technical operations and program support for County departments and the Commissioners' Court. Work may involve supervising acquisition-related functions, including consolidation of requirements, planning, pre-scheduling, approving specifications, issuing orders and establishing and administering annual contracts. Plans, organizes, coordinates and supervises staff in writing specifications, preparing procurement documents and maintaining detailed record of items purchased, received, prepared and issued. Has extensive opportunity for independent judgment within established policies and procedures regarding state statutes and county government policies and procedures.

EXAMPLES OF WORK PERFORMED

Carries out supervisory responsibilities in accordance with Hidalgo County policies and applicable laws

Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work, appraising performance, disciplining employees, addressing complaints and resolving problems

Ability to read analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations

Ability to write reports, business correspondence and procedure manuals

Ability to effectively present information and respond to questions from Elected Officials/Department Heads and the general public

Ability to read purchasing laws, other applicable laws, public documents and technical material on a vast variety of products, technical material on office equipment, policy letters, newspapers, vendor proposals, invoices, financial statements, personnel and civil service rules, safety material and other departmental correspondence and miscellaneous forms and records

Develops, implements and controls an effective automated purchasing system in compliance with all applicable regulations

Develops and implements goals and objectives to maximize and use of all resources

Implements and maintains appropriate procedures for the County's purchasing and any other relevant laws or rules for Commissioner's Court resolutions

May develop standard specifications for bids, proposals, etc.

May prepare and revise specifications for bids, proposals, etc.

Maintains a variety of records including vendor lists, standardized bids specifications for recurring purchases and purchase order requests

Reviews requisitions for completeness and compliance with applicable requirements prior to the processing of invitations for bid; utilizes the qualified bidder's mailing list of assigned commodities and services

Advertises, receives and reviews bids for goods and services; recommends bid awards to Commissioners' Court; issues purchase orders and authorizes placement of orders

Makes recommendations for annual contract awards, oversees contract awards and suggests the addition of items to contracts

Plans for future services and budgetary needs of the department

Interviews, screens and selects applicants for employment and recommends promotions, salary increases, demotions and transfers of employees. Oversees the training of and evaluates all department employees

During the procurement process, interviews and evaluates vendors/bidders as prospective awardees

Oversees the maintenance of records of surplus assets. Files annual report of assets on hand and accounts for missing assets, as directed by the County Auditor's Office

Performs such other duties as required by law or assigned by the Commissioners' Court

EXPERIENCE AND EDUCATION

Master's Degree in Public or Business Administration or a related field.

Ten (10) years of experience in the Purchasing and Procurement Field and eight (8) years of supervisory experience

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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's License

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

Professional certification by a recognized national purchasing association is preferred

KNOWLEDGE, SKILLS AND ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Ability to develop and administer all aspects of a public procurement system

Knowledge of and familiarity with the Texas County Purchase Act

Ability to establish and maintain effective working relationship with other County employees, officials and the public

Ability to supervise and motivate others

Must be proficient in computer literacy

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, URBAN COUNTY DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The position involves the direct supervision of division managers and staff employees and seventeen (17) cities as to the proper administration of federal and state grant funds. The position requires extreme tact and cooperation with various representatives from state, federal and local agencies and political entities.

EXAMPLES OF WORK PERFORMED

Oversee the provision of technical assistance to seventeen (17) cities and their staff

Provide guidance in the areas of project administration and compliance

Provide guidance and direction in the area of grantsmanship and grants management

Oversee and provide guidance to project monitoring to ensure compliance

Oversee the maintenance of project and grant reporting systems

Confer and report on program activity and progress to County Commissioner's Court

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Master's degree in Political Science, Public Administration, or Business Administration

Ten (10) years' experience of direct C.D.B.G. Administration

Knowledge of word processing software and use of computer operating programs, general office machines

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

CERTIFICATES, LICENSES, AND 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

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, WIC PROGRAMS**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position is responsible for the management of the overall administrative, financial, and clinical operations of the Women, Infants and Children (WIC) Program. Essential responsibilities include the development and the implementation of the Nutrition Education, Breastfeeding, Outreach and Training Programs, and Immunization plans for the WIC. This position is overseen by the County Executive Officer and reports to the County Commissioners' Court.

EXAMPLES OF WORK PERFORMED

The WIC Director needs knowledge and skills to carry out the responsibilities of the following administrative duties:

Supervise employees working in the WIC Program

Develop and implement a Nutrition Education, Breastfeeding, Outreach and Immunization Plan

Schedule and present learning seminars for employees

Supervise the certifications and terminations of participants in the WIC Program

Implements and monitors local, state and federal policies and procedures in collaboration with WIC staff, community agencies, county, local municipalities, state and federal entities in order to enhance the WIC Program

Identifies and implements strategic goals and objectives for the WIC program. Interprets and/or develops Hidalgo County WIC policies and procedures

Researches, initiates and manages grant applications to enhance WIC Services. Establishes collaborative relationships with community partners to improve the nutritional status of Hidalgo County residents

Evaluate WIC employees under her supervision

Maintain nutrition education at an acceptable level in the clinic sites

Plans, forecasts, monitors and administers the annual WIC budget with WIC budget/accounting staff

Develops and negotiates grant proposals and contracts for WIC

Follow and implement Federal and State Regulations and Guidelines

Attend WIC meetings or conferences relating to nutrition education and its new regulations

Share new information with other WIC nutritionists and employees

Supervise clinic sites at regularly scheduled intervals to insure policies are being followed

Make presentations to the Community on the WIC Program

Hiring and terminating employees according to Civil Service Commission

Implement strategies for caseload management

EXPERIENCE AND EDUCATION

Master's degree in Public Health, Economics or related field with strong emphasis in Nutrition and Public Health

Ten (10) years of experience in a public health program which includes two (7) years of supervisory and/or management experience

Ten (10) years of successful work experience as a WIC Nutritionist

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

CERTIFICATES, LICENSES AND REGISTRATION

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

Must be able to be insured by the County's insurance carrier and have availability of personal car

Up to date Immunization Record

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to establish and maintain a position of leadership in a professional field

Ability to motivate, instruct and manage professional staff. Ability to develop and lead a cohesive management team

Considerable knowledge of fundamental theories, concepts, methods and basic sciences of public health

Knowledge of the principles and practices of management, administration, budgeting, human resources, and supervision

Ability to gather, analyze, and interpret statistical data and draw valid conclusions; Ability to develop, implement and achieve program goals and objectives

Knowledge in applying principles of nutrition, basic sciences to community health and social welfare

Ability to resolve program and performance issues; Ability to interface effectively with clinic and program staff, community based organizations and health care providers

Ability to speak and write effectively

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations