



Hidalgo County • Department of Budget & Management
American Rescue Plan Act 2022

Project Description

Project Name:

Contract Specialist II

Project Number:

ARPA-

Precinct/Department Name:

Purchasing Department

ARPA Expenditure Category:

1: Public Health

ARPA Eligibility Category:

1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19

Project Description:

Hidalgo County has provided the Hidalgo County Purchasing Department with one (1) Contract Specialist II to solely work with the American Rescue Plan Act Program (ARPA) projects. The purpose of this position is to serve as a liaison with contract providers and ensure participation is consistent with program, legal and fiscal requirements. Additionally, the ARPA Contract Specialist II will prepare contracts and procurement reports with attention to the American Rescue Plan Act Program guidelines. Based on the Human Resources criteria certification with Section 8.03 of the Classification and Compensation Plan, this position is eligible for Discretionary Step 2. Overall, the project will allow the County of Hidalgo to continue to address the ongoing COVID-19 public health emergency with community projects.

Fiscal Impact:

Estimated Budget: \$45,329.00