



HIDALGO COUNTY
Revision Date: Apr 12, 2022

Supervisor I - Grade 09

Class Code:
J461

Bargaining Unit: NA

SALARY RANGE

\$37,548.00 Annually

GENERAL DESCRIPTION:

Performs routine (journey-level) administrative and supervisory work. The Supervisor coordinates activities and personnel. Requires thorough knowledge of management and supervisory procedures. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

Organize workflow and ensure that employees understand their duties or delegated tasks

Receive complaints and resolve problems

Delegate work to employees, track progress and provide constructive feedback throughout projects

Pass on information from upper management to employees and vice versa

Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises

Helping employees understand performance targets and goals

Serve as a link between subordinates and upper management

Training or ensuring that workers are properly trained for their specific roles.

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE:

Associates degree in business administration or a related field

Experience in 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

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

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