



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **APPLICATION PROJECT MANAGER I**  
Grade: 10

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*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**

Individual performs complex tasks with the overall responsibility of one or more information technology drive projects. This position will be responsible for all facets of the assigned project.

### **EXAMPLES OF WORK PERFORMED**

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets

Perform data analysis of required project specifications and related project data

Map out project objectives, timelines and resource projections

Create and maintain documentation of all phases of the project

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project

Knowledge of and or exercise of proper safety procedures are required

Some evening and weekend work may be required

Performs such other duties as may be assigned

Regular attendance is a must

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four-year college or university in Information Technology

One (1) year of experience in the information technology field

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

Proven experience with technology project management is a must

Previous supervisory responsibilities are a must

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Experience in technology procurement and other IT certifications

Knowledge of industry standard computer hardware and software

### **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 read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

Requires the ability to speak to people with poise, voice control and confidence

Requires the ability to apply principles of logical or scientific thinking to define problems, Collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

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

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress

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